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**NEW YORK STATE**  
**DEPARTMENT OF FAMILY ASSISTANCE**

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 Office of Temporary &  
 Disability Assistance  
 40 N. Pearl Street  
 Albany, New York 12243

**Administrative Directive**

<b>Transmittal:</b>	07-OCFS-ADM-09
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS)
<b>Date:</b>	June 25, 2007
<b>Subject:</b>	Access to the Federal Parent Locator Service (FPLS), State Parent Locator Service (SPLS), and Additional Financial Information in Child Welfare Cases for the Purposes of Permanency
<b>Suggested Distribution:</b>	Social Services District: Director of Child Support Enforcement; Directors of Services: Supervisors of Foster Care, CPS, Adoption, and Preventive Services
<b>Contact Person(s):</b>	OTDA -- Division of Child Support Enforcement (DCSE), Program Operations, at 1-800-343-8859 or NYC 1-212-961-8269 OCFS – Any questions concerning this release should be directed to the appropriate Regional Office, Division of Development and Prevention Services: BRO – Linda C. Brown (716) 847 – 3145 <a href="mailto:Linda.Brown@ocfs.state.ny.us">Linda.Brown@ocfs.state.ny.us</a> RRO – Linda Kurtz (585) 238 – 8200 <a href="mailto:Linda.Kurtz@ocfs.state.ny.us">Linda.Kurtz@ocfs.state.ny.us</a> SRO – Jack Klump (315) 423 – 1200 <a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a> ARO – Glenn Humphreys (518) 486-7078 <a href="mailto:Glenn.Humphreys@ocfs.state.ny.us">Glenn.Humphreys@ocfs.state.ny.us</a> YRO – Patricia Sheehy (914) 377 – 2080 <a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a> NYCRO – Brenda Smalls (212) 383 – 1788 <a href="mailto:Brenda.Smalls@ocfs.state.ny.us">Brenda.Smalls@ocfs.state.ny.us</a> Native American Services – Kim Thomas (716) 847 – 3123 <a href="mailto:Kim.Thomas@ocfs.state.ny.us">Kim.Thomas@ocfs.state.ny.us</a>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Transmittal for Parent Locator Service Search Form</li> <li>2. Explanation of IVDJRA “Respondent Address Information Screen”</li> <li>3. Explanation of IVDJRE “Respondent Employer Information Screen”</li> <li>4. Explanation of IVDQFS “Fiscal Summary Screen”</li> <li>5. Explanation of IVDQRY “General Inquiry Screen”</li> </ol>
<b>Attachments Available Online:</b>	Yes

**Filing References**

Previous ADMs/INFs	Releases Canceled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
00 OCFS INF-5 05 OCFS INF-5	05-OCFS-ADM-05	18NYCRR 421.5(a)	FCA 1017 DRL 111		45 CFR 303.70 Adoption and Safe Families Act (PL 105-89) OCSE IM-99-01 ACYF-CB-IM-00-02

**I. Summary**

This Administrative Directive (ADM) provides a procedure for child welfare staff to receive information from child support staff regarding absent parents, including their location, employment information, and certain financial information, for the purposes of establishing parentage and developing permanency plans in relation to children receiving child welfare services. These services include child protective services, preventive services, foster care and adoption services. This ADM replaces 05-OCFS-ADM-05, dated November 16, 2005, which provided the procedures for using the Federal Parent Locator Service (FPLS) only. The information in that release is fully incorporated in this ADM.

**II. Purpose**

The purpose of this ADM is to set forth an interim manual administrative procedure to allow child welfare staff in a social services district to access parent locator service information until CONNECTIONS Build 19 is implemented and the process becomes automated. This interim procedure provides a means for child welfare services workers to obtain information regarding absent parents through the FPLS. Additionally, it provides for access to certain financial information which may be known to the local child support unit through the New York State Child Support Management System (CSMS) and the State Parent Locator Service (SPLS). This information is important to support decisions regarding child welfare permanency planning.

**III. Background**

Use of FPLS for child welfare cases was authorized by the federal Adoption and Safe Families Act (ASFA) of 1997 (Public Law 105-89) which, in part, amended Title IV-D standards in 42 U.S.C. 653.

Recognizing the role that absent parents may take, the federal Office of Child Support Enforcement and the federal Administration for Children and Families Children's Bureau issued information memoranda, OCSE IM-99-01 and ACYF-CB IM-99-02, respectively, regarding use of the FPLS for child welfare services for specific purposes authorized by statute and related federal policy guidance. The purpose of both releases was to inform relevant state agencies of the capacity to use the FPLS to locate or facilitate the identification of an individual who is or may be a child's parent, and to make more informed decisions about permanency planning.

In addition, the federal Safe and Timely Interstate Placement of Foster Children Act of 2006 included a "sense of Congress" statement as follows: "It is the sense of the Congress that State agencies should fully cooperate with any court which has authority with respect to the placement of a child in foster care or for adoption, for the purpose of locating a parent of the child, and such cooperation should include making available all information obtained from the Federal Parent Locator Service."

The FPLS and the SPLS are part of a computerized network of information on individuals, including their Social Security numbers, most recent home address, wage and benefit information, and employment data. The SPLS obtains such information from New York State agencies, including the Division of Criminal Justice Services, and the Departments of Motor Vehicles and Taxation and Finance. The FPLS obtains its information from federal agencies, including the Internal Revenue Service, the Department of Defense, the Social Security Administration, and the Department of Veterans Affairs. In addition, states report newly hired employees to a National Directory of New Hires, which is also part of FPLS. The Federal Case Registry (FCR) contains child support enforcement information from every state and is a “pointer” system to all of the databases accessed through the FPLS. The FCR is used to locate individuals that owe child support across state lines.

Through the FPLS and SPLS, absent parents in child welfare cases can be located for the purpose of establishing parentage and achieving permanency plans for children. Child welfare cases include child protective services, preventive services, foster care and adoption services cases. They also include foster care cases where the child is in the legal custody of the Commissioner of the Office of Children and Family Services (OCFS). Since federal law and regulations (45 CFR 303.70) currently authorize only the state’s Title IV-D Child Support Enforcement Agency’s SPLS to transmit a child welfare agency’s requests for information to the FPLS, such requests must be made through the local district’s child support enforcement unit (CSEU).

Also, pursuant to OCFS regulation 18 NYCRR 421.5(a), in all cases involving the possible adoptive placement of a child born out of wedlock, the authorized agency serving the child must take steps to identify the child’s father and determine the extent of the relationship between the father and mother and between the father and child. Part of assessing that relationship may include information regarding the payments made by the father to support the child. The authorized agency must also determine whether a person identified as the child’s father is entitled to notice of a court proceeding involving the custody of a child, including an adoption proceeding. One factor in making that determination for children who are over the age of six months when placed for adoption is the payment by the father towards the support of the child of a fair and reasonable sum, according to the means of the father (see section 111(1)(d)(i) of the Domestic Relations Law). See also section 384-c of the Social Services Law concerning notice requirements, in regard to foster care proceedings, to fathers of children born out of wedlock.

In addition, when removal of a child is a possibility in child protective services cases, the social services district must identify and evaluate placement options for the purpose of permanency planning. Section 1017 of the Family Court Act was amended in 2005 to require the social services district, in any abuse or neglect proceeding involving the removal of a child, to conduct an immediate investigation of a non-respondent parent and to report to the court on whether such person may be a suitable placement for the child or children. Finally, when a child is in foster care and the permanency goal is adoption, it is also essential to address issues relating to parental rights.

Once the absent parent is identified and located, the child's caseworker can attempt to contact the absent parent with regard to his/her custodial availability, interest and/or capability as part of developing a permanency plan for the foster child. Even if an absent parent is unable to provide a permanent home for the child, if the whereabouts and circumstances of all parents are known, the agency and the court can move more expeditiously toward adoption or another permanent placement. An absent parent may also provide information on other relatives who can be explored as possible permanency resources. Please note, however, that the FPLS and the SPLS are not available for direct requests to locate information on relatives other than the absent parent.

The history of the noncustodial parent's employment, child support obligations, and payment history provided through New York State's Child Support Management System (CSMS) may assist child welfare staff in determining an absent parent's pattern of responsibility toward his or her child.

#### **IV. Program Implications**

Social services district child welfare workers and OCFS Division of Rehabilitative Services (DRS) workers may request authorized FPLS, SPLS, and financial information (as found in the CSMS) from their local CSEU workers, using the form attached to this ADM as Attachment 1, "Transmittal For Parent Locator Service Search" (hereinafter referred to as the "transmittal form"). The CSEU workers will submit the case information via CSMS to the FPLS and SPLS, and send any information received from the FPLS and SPLS back to the requesting child welfare or DRS worker. The response may include an absent parent's Social Security number; address or location; employer's name and address; employment wages, benefits or other income; and the child support payment history and obligation amount.

The Family Violence Indicator (FVI) is used to identify cases in CSMS in which there is reasonable evidence that domestic violence or child abuse exists and disclosure of identifying information could be harmful to either the custodial parent, noncustodial parent or the child. An FVI is linked to a person or persons that may be threatened and not to the perpetrator of the violence. No information on a person or persons (including children) where an FVI has been set will be transmitted to the FCR, and consequently an FPLS request will not be processed. Likewise, no SPLS or financial information will be released to child welfare on individuals with an FVI. However, if no FVI exists for the other parent on a case, then location information from FPLS and SPLS will be available for that person.

#### **V. Required Action**

##### **A. Child Welfare/DRS Worker Actions**

1. The child welfare/DRS worker shall complete the "Child Welfare Request for Information" section of the transmittal form. In order for the CSEU worker

to access the FPLS and SPLS information requested, the following information must be supplied on the transmittal form:

- a. Child(ren) Information: the child(ren)'s complete name(s).
  - b. Absent Parent Information: the complete name (last, first, middle) of the absent parent for whom the location information is requested, and either:
    - (i) the Social Security number and the date of birth (if known) of the absent parent; or
    - (ii) if the absent parent's Social Security number and date of birth are not known, at least two of the following three absent parent data elements: the absent parent's father's complete name (last, first, middle); absent parent's mother's maiden name (maiden, first, middle); or the absent parent's city and state of birth.
2. Forward the transmittal form to the local CSEU, requesting that the CSEU worker access the FPLS and SPLS to search for the person in question.

Note: Response periods from agencies responding to FPLS/SPLS searches vary. As such, CSEU worker responses to the transmittal form may occur multiple times, as information is received, up to and including a 75-day period, per Section B below.

## **B. Child Support Enforcement Worker Actions**

1. Upon receipt of a transmittal form identified in Section V.A.1., check IVDSNS to see if a IV-D case exists on CSMS for the absent parent identified on the transmittal. Both first and last names are required for a statewide search. If a IV-D case exists, follow worker actions in 2 below. If no IV-D case exists, follow worker actions in 3 below.
2. **If a IV-D child support case exists on CSMS**, the following actions should be taken:
  - a. The CSEU worker should first check CSMS screens IVDJCA (see "FVI") and IVDJRI (see "FV-IND") for the presence of a Family Violence Indicator. The IVDJCA screen will show the presence of a Family Violence Indicator for a custodial parent and the IVDJRI screen will show the presence of a Family Violence Indicator for a noncustodial parent. Please note that the Family Violence Indicator is linked to a custodial or noncustodial parent on the child support case, not the perpetrator of the violence.

- b. In the instance of a request to the CSEU where a Family Violence Indicator is present for any person, the CSEU worker will check the box “Information may not be disclosed due to a safety concern and, under such circumstances, may only be disclosed to a court or to an agent of the court.” on the transmittal form (see Attachment 1) and return the transmittal form to the child welfare worker. No further action is necessary.
  
- c. Where no Family Violence Indicator is present, the CSEU worker will check the IVDJRA and IVDJRE screens on CSMS. The IVDJRA screen (Attachment 2) from CSMS provides the FPLS and SPLS address information. The IVDJRE screen (Attachment 3) from CSMS provides the noncustodial parent employer information, including wage and unemployment insurance benefit (UIB) information, and displays data on employment, income executions and medical support execution notices sent to an employer, which help establish a pattern of support responsibility for a noncustodial parent.
  - (i) If the address information on the IVDJRA screen is verified, with a VER-IND of V, M, or R, and/or the employment information on the IVDJRE screen is verified, with a VER-IND of V, print the screen in preparation for a response to the transmittal form.
  - (ii) If the address information is available on the IVDJRA screen and requires verification (VER-IND is blank), a location must be opened by entering the status code L001 and a V000 referencing the IVDJRA record number in the MISC field on the IVDJSI screen to generate a postal clearance letter (PCL).
  - (iii) If the employment information is available on the IVDJRE screen and requires verification (VER-IND is blank), a Wage and Health Benefits Report (WHBR) must be requested to verify the status of employment. Local district workers may request the original WHBR from the Child Support Processing Center after centralized data capture, by entering an F000 status referencing the IVDJRE record number in the MISC field on the IVDJSI screen with “LD\_\_” as the worker code. The return of the original WHBR may be used as a tickler on the child welfare request.
  - (iv) If a positive response is received on the PCL, update the VER-IND field on the IVDJRA screen to a V, M, or R, as appropriate, and print the screen in preparation for a response

to the transmittal form. All positive responses to the WHBR are returned to the Processing Center for data capture and update of CSMS. The F901 (Financial Investigation Successfully Closed) or F801 (Financial Investigation Unsuccessfully Closed) status will be reported on the daily CSMS Status Change Report. Generate a screen print of the IVDJRE(s) in preparation for a response to the transmittal form.

- (v) No screen prints are necessary if:
  - No new address information is received from the PCL process;
  - The address information on the IVDJRA screen reflects no current verified address; or
  - No new employment information is received from the WHBR process and the employment information on the IVDJRE screen reflects no current verified employment.
  
- d. In the instance of a request where no Family Violence Indicator is present, and there is an account for IV-D case, the CSEU worker will access the IVDQFS and IVDQRY screens on CSMS. If there is additional financial information (e.g., income execution, payment history or obligation amount) print out the CSMS screens for IVDQFS and IVDQRY. The IVDQFS screen (Attachment 4) from CSMS provides a financial history of what the noncustodial parent has been required to pay in child support and details the amount the noncustodial parent owes for each ledger type. The IVDQRY screen (Attachment 5) from CSMS indicates when the last child support payment was made and can demonstrate the consistency or inconsistency of the noncustodial parent's payment history.
  
- e. Enter a tickler date for 75 days in the "TICKLER-DT" field on the CA1 screen as a reminder to review the CSMS case for any PLS information received.
  
- f. Prior to 75 days, review PLS Information Report daily and, as any FPLS or SPLS information is received, immediately complete actions identified in B.2.g. below.
  
- g. At the end of the 75-day period, the CSEU worker shall complete the "CSEU Response to Request" section of the transmittal form by checking the appropriate boxes as to whether there was, or was not, any FPLS or SPLS absent parent address and/or employer information received, and confirming that financial information is attached. The CSEU worker shall attach any appropriate screen prints with the case

information from the IVDJRA, IVDJRE, IVDQFS, and/or IVDQRS screens, and return the information to the child welfare/DRS worker. Attachments 2, 3, 4, and 5 provide examples of the various screen prints and explanations for the relevant data that the child welfare/DRS worker will need to review on each screen print.

Note: If the CSEU worker is taking the action because information is partially available, or was provided prior to the expiration of 75 days, the worker shall **make a copy** of the transmittal form, complete the copy of the transmittal form and send it, and attachments (if any), immediately to the requesting child welfare/DRS worker. Keep the original transmittal form and, in the event that new or additional information is discovered before the expiration of 75 days, repeat steps a. through g. above, as necessary.

3. **If a IV-D child support case does not exist on CSMS**, the following actions should be taken:

- a. The CSEU worker must build a new case in CSMS and open an FPLS search by completing the steps below. (Note: an SPLS search is automatically generated by the case building process.)

In IVDCAB:

- (i) Access IVDCAB.
- (ii) In client field, enter SEARCH, \_ FPLS\*.
- (iii) Under RESPONDENTS, enter absent parent's name LAST NAME, \_ FIRST NAME.
- (iv) Enter absent parent's SSN and DOB, if known.
- (v) In WKR field, enter appropriate worker code.
- (vi) In TYP field enter "5."
- (vii) In CSS APP date field, enter date of referral.
- (viii) In LOC field, enter "X."
- (ix) XMT, enter "CB1."

\*If the parents were married and filed a joint tax return within the last three years, entering the mother's name in the client field should locate the father's SSN.

In IVDCB1:

- (i) Enter child's name LAST NAME, \_ FIRST NAME.
- (ii) Enter "8" in WI field.
- (iii) Enter "23" in MED INS IND field.
- (iv) XMT, enter "BLD."



- b. To search for any New Hire information for employment sources, from a blank screen, enter IVDNHR, and then the absent parent's Social Security number. If the search is positive, build an RE record, print it out and attach it to the transmittal, and leave the verification indicator blank.
- c. If the absent parent's Social Security number and date of birth are unknown, enter the following information on the IVDJRL "Respondent Location Information Screen" on CSMS:
  - (i) In the "Father" field, enter the absent parent's father's complete name (last, first, middle);
  - (ii) In the "Mother's" field, enter the mother's complete maiden name (maiden, first, middle); and
  - (iii) In the "Birth" field, enter the absent parent's city and state of birth.
- d. Enter a tickler date for 75 days in the "TICKLER-DT" field on the CA1 screen as a reminder to review the CSMS case for any PLS information received.
- e. Prior to 75 days, review PLS Information Report daily and, as any FPLS or SPLS information is received, immediately complete actions identified in B.3.i. below.
- f. Review the CSMS Aging Report for the expiration of 75 days, review CSMS for any PLS information, and complete the transmittal form as provided in B.3.i. below.
- g. If there is absent parent address information, confirm the information on the IVDJRA screen on CSMS and print out the screen in preparation for a response to the transmittal form. The IVDJRA screen from CSMS provides the FPLS and SPLS address information. The information will not reflect verification at this time.
- h. If there is absent parent employer information, confirm the information on the IVDJRE screen on CSMS and print out the screen in preparation for a response to the transmittal form. The IVDJRE screen from CSMS provides the noncustodial parent employer information, including wage and UIB information, and displays data on employment, income executions and medical support execution notices sent to an employer, which help establish a pattern of support responsibility for a noncustodial parent.

- i. At the end of the 75-day period, the CSEU worker shall complete the “CSEU Response to Request” section of the transmittal form by checking the appropriate boxes as to whether there was, or was not, any FPLS or SPLS absent parent address and/or employer information received. The CSEU worker shall attach any appropriate screen prints with the case information from the IVDJRA and IVDJRE screens, and return the information to the child welfare/DRS worker. Attachments 2 and 3 provide examples of the various screen prints and explanations for the relevant data that the child welfare/DRS worker will need to review on each screen print.
- j. If the CSEU worker is taking the action because PLS information was provided prior to the expiration of 75 days, **make a copy** of the transmittal form, complete the copy of the transmittal form and send it, and attachments (if any), immediately to the requesting child welfare/DRS worker. Keep the original transmittal form and, in the event that new PLS information is discovered before the expiration of 75 days, repeat steps a. through i. above as necessary.
- k. Close the case in CSMS as follows:  
 In IVDSI1:
  - (i) Enter the number of the L group (“002”) in XMT.
  - (ii) Enter “ADD” in XMT.
  - (iii) Enter “L999” and XMT.
  - (iv) Enter “BLD” in XMT.
  - (v) Enter “D001” and XMT.
  - (vi) Enter “ADD” in XMT.
  - (vii) Enter “D901 03” and XMT.
  - (viii) Enter the number of the Y group (“001”) in XMT.
  - (ix) Enter “ADD” in XMT.
  - (x) Enter “Y901” and XMT.

## VI. Systems Implications

There are no systems implications.

## VII. Additional Information

FPLS, SPLS, and financial information received by the child welfare/DRS workers is to be used for the sole purpose of locating or facilitating the identification of an absent parent for establishing parentage or for child welfare permanency purposes as set forth in this ADM.

Any information obtained by the child welfare/DRS worker shall be treated as confidential and shall not be disclosed except as is necessary for the authorized purposes set forth in this ADM.

**VIII. Effective Date**

This ADM is effective immediately.

**Issued By:** /s/ Nancy W. Martinez  
**Name:** Nancy W. Martinez  
**Title:** Director  
**Division/Office:** Strategic Planning and Policy Development  
NYS Office of Children and Family Services

**Issued By:** /s/ Scott E. Cade  
**Name:** Scott E. Cade  
**Title:** Deputy Commissioner and Director  
**Division/Office:** Child Support Enforcement  
NYS Office of Temporary and Disability Assistance

**TRANSMITTAL FOR PARENT LOCATOR SERVICE SEARCH**

This transmittal form is a request for access to the Federal and State Parent Locator Services (FPLS and SPLS, respectively) to search for/locate information contained in the FPLS and SPLS regarding the absent parent identified below who is or may be the parent of the child named below and for additional support information if available on CSMS. This request is being made by a person authorized to make such a request and such request is being made for the express purpose of locating such parent for child welfare permanency purposes pursuant to Title IV-B or Title IV-E of the federal Social Security Act.

**CHILD WELFARE REQUEST FOR INFORMATION****Child(ren) Information**

Case Number: \_\_\_\_\_ Child's Name: \_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Additional Child(ren) on Case:

\_\_\_\_\_  
 (Last Name) (First Name) (Middle) (Last Name) (First Name) (Middle)  
 \_\_\_\_\_  
 (Last Name) (First Name) (Middle) (Last Name) (First Name) (Middle)

**Absent Parent Information**

\_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Social Security Number: □□□-□□-□□□□\* Date of Birth: □□/□□/□□□□

*\*The following absent parent information is required only if the Social Security number of the absent parent is unknown:*

Absent Parent's Father's Name: \_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Absent Parent's Mother's Maiden Name: \_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Absent Parent's City of Birth: \_\_\_\_\_ Absent Parent's State of Birth: \_\_\_\_\_

I hereby certify that this request is being made exclusively for the authorized purpose of locating the foregoing parent for child welfare permanency planning purposes and that any information obtained through the SPLS and FPLS shall be treated as confidential and shall be safeguarded. Such information may only be re-disclosed when authorized by both federal and state law.

Child Welfare/DRS Worker: \_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Worker Name, Telephone Number

\_\_\_\_\_  
 Agency Name and Address

**CSEU RESPONSE TO REQUEST**

A search of appropriate records was conducted through the FPLS and SPLS to determine the whereabouts of the person identified above and CSMS was searched for financial information regarding the absent parent.

- Information may not be disclosed due to a safety concern and, under such circumstances, may only be disclosed to a court or to an agent of the court.
- No address and/or employment information was obtained or is otherwise available in CSMS for the absent parent.
- Address and/or employment information was obtained. The information is on the attached page(s).
- Financial information is available and the information is on the attached page(s).

CSEU Worker: \_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Worker Name, Telephone Number

\_\_\_\_\_  
 Agency Name and Address

## IVDJRA [RA]

## RESPONDENT ADDRESS INFORMATION SCREEN

<input type="checkbox"/> <b>VDRA1</b> CHILD SUPPORT MANAGEMENT SYSTEM*RESP ADDRESS INFO 11/19/01 10:15:14 ANY COUNTY CASE-ID A: AE53946Z1 TOT-ADDR 04 LAST-ADDR-NO 06 RESP NAME SMITH, JOHN NO UPD-IND VER-IND VER-DATE SRC-CD DATE-ADDED DATE-CHANGED C/O NAME STREET CITY STATE ZIP 01 <b>V</b> 123185 L 03 N 123185 L 1100 PENNSYLVANIA AVE 10 WATER ST WASHINGTON DC 11111 ALBANY NY 12222 FPLS-EX-CD 00 INS-CD FPLS-EX-CD 00 INS-CD 02 N 123185 L 06 000000 UIB 123188 123188 123 SECOND STREET CREEK RD ALBANY NY 12202 POUGHKEEPSIE NY 12601 FPLS-EX-CD 00 INS-CD FPLS-EX-CD 00 INS-CD RESPONDENT ADDRESS NO. _____ _____ _____ _____ KEY _____ PAGE 01 OF 01 XMT/PASSOFF -> _____ <-	
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## RESPONDENT ADDRESS INFORMATION (IVDJRA / IVDRA1)

PASSOFF CODE "RA"

**Purpose**

Displays the respondent's current and/or historical address, address verification and the source of the address. Can be used to quickly find the respondent address when mailing correspondence.

**Displays**

- Update indicator
- Respondent address verification indicator
- Source where the address was obtained
- FPLS respondent address exception code

**UPD-IND** Update indicator. ADD = add new address. \*\*\* = delete an entire address.

**VER-IND**

Respondent lead address verification indicator.

V= verified mailing and residential.

M = verified mailing.

R = verified residential.

N = reviewed; not a current address.

Blank = no verification action taken.

I = verification being investigated.

X = name and Social Security number discrepancy at reported source.

**SRC-CD**

Source of the potential/actual respondent address lead. (Refer to Respondent Information Codes.) If an asterisk (\*) appears with the source code, it indicates the SSN matches, but the name does not.

**FPLS-EX-CD**

Respondent address exception code obtained by CSMS from the (Federal Parent Locator Service) FPLS database.

## IVDJRE [RE]

## RESPONDENT EMPLOYER INFORMATION SCREEN

<input type="checkbox"/> <b>VDRE1</b> CHILD SUPPORT MANAGEMENT SYSTEM * RESP EMPLOYER INFO 11/26/01 12: 58: 49 O. C. S. E. RESP-ID AE53946 TOT-EMP-ADDR 03 LAST-EMP-NO 04 RSP: SMITH, JOHN **NAME** EMPLOY AS: CSMS-SSN: 369636396 **SSN** SSN AT EMPLOYER: 000000000			
ADDRESS-NO	04	** WAGES INFO **	
EMPLOYER-CODE		DATE	AMOUNT
<b>EMPLOYER-NAME</b>	CARL_S_CIRCLE_____	0/00	\$ 0.00
EMPLOYER-ADDRESS	18_NOXON_RD_____	0/00	\$ 0.00
	POUGHKEEPSIE_____ NY 12603_____	0/00	\$ 0.00
EMPLOYER-PHONE	0000000000		
EMPLOYER-ID-NO		** UIB INFO **	
OCCUPATION		BENEFIT RATE	\$ 109.00
<b>SOURCE-CODE</b>	UIB_	BENEFIT DAYS USED	012
DATE-ADDED	123188	BENEFIT DAYS REM	092
DATE-CHANGED	022889	LOCAL OFFICE CODE	086
<b>VER-IND</b>	V	EXP DATE	8942
VER-DATE	022889	FPLS-RE-EX-CD	00
IEX-IND		YEAR	0000
IEX-DATE	000000	ANNUAL WAGES \$	0.00
EM-IND			
EM-IND-DT			
REMI-IND			
REMI-IND-DT			
KEY			

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## RESPONDENT EMPLOYER INFORMATION (IVDJRE / IV DRE1)

PASSOFF CODE "RE"

**Purpose**

Displays the name and address of each employer where the respondent has been employed or is currently employed. Can be used to quickly obtain the name and address of the respondent's employer.

**Displays**

- Employer name and address
- Source of the information
- Date the address was added to IVDJRE
- Date the address (or other information) was changed
- Code indicating current status of employment data
- IEX- income execution data
- FPLS respondent/employer exception code (see IVDRA)
- Tracking information on medical support execution notices sent to an employer

**SOURCE-CODE**

Source of the potential/actual respondent employer address lead. (Refer to Respondent Information Codes.) If an asterisk (\*) appears with the source code, it indicates the SSN matches, but the name does not.

**VER-IND**

Denotes the current status of the respondent's employment verification.

V = verified employer address.

N = reviewed; not a current employer.

Blank = no verification action taken.

I = verification being investigated.

D = duplicate employer record.

**IEX-IND**

Denotes the current status of the income execution to a particular employer or insurance carrier for income execution against a workers' compensation claim. (Refer to Income Execution Codes.)

**IEX-DATE**

Date of latest entry for IEX-IND.

**EM-IND**

Employer medical indicator code that tracks the status of medical support execution notices processed for the employer record.

**EM-IND-DT**

Date of medical support execution notice for an employer record. This is a protected field that is updated with today's date when an EM-IND is stored.

**REMINDER-IND**

Indicates if a payment reminder notice is sent to an employer for a respondent's income execution. Blank = notice is automatically sent as long as all edits are met. N = notice is not sent.

## IVDQFS [FS]

## FISCAL SUMMARY SCREEN

ASCU FISCAL SUMMARY SCREEN										DATE: 052202		
ASCU-NO BH21564K1										FIPS-CODE 130001		SA-IND
RESPONDENT: TEST, A										CLIENT: TEST, CASE		
TO DATE: PD		0.00 DUE		200.00 APP		0.00 DISB		0.00				
DLNQ-SW		IEX/IDO		IEX-FREQ		IEX-OBLIG-AMT		IEX-ADD-AMT		IEX-PAST-DUE		
086						0.00		0.00		0.00		
DLNQ-SW-DT		UIB-IND		UIB-FREQ		UIB-OBLIG-AMT		UIB-ADD-AMT		NAFDC-FL		
03/29/02						0.00		0.00		0.00		
LST-PYMT				IEX-ALT-FRQ		IEX-ALT-AMT				ADC-FL		
00/00/00						00000				0.00		
REV/ADJ-IND				REV/ADJ-DT		03/11/2002						
PG	LDGR	ST	DT	OBLIG	OBLIG	LST-CHG	CRT-ORD	CO	PET-DOC	ASAB	NET-DUE	
NO	TYPE	SW	FREQ	AMT	DATE	DATE	IND	NUMBER				
01	11BH	01	1	D07	50.00	04/01/02	03/11/02			0.00	200.00	
02	13CV	03	1	D07	25.20	00/00/00	00/00/00			0.00	0.00	

KEY [ ] PAGE 01 OF 02 XMT/PASSOFF - > \_\_\_\_\_ <-

## FISCAL SUMMARY INFORMATION (IVDQFS)

## PASSOFF CODE "FS"

**Purpose**

Provides a summary of the account and its status in the income execution (IEX) process and a summary of ledger information contained in each of the individual ledger pages of the IVDQRY screens.

**Displays**

- Respondent's delinquency status
- Income execution / deduction order status
- Income execution obligation amount, past due and frequency
- Amount of arrears at the time an income execution was sent
- Unemployment Insurance Benefits income execution indicator
- Ledger types and status
- Amount respondent owes for each ledger type

**IEX/IDO**

"Income Execution/Income Deduction Order" indicator. Indicates whether a respondent has been ordered to pay via IEX/IDO, and whether the account is in the default or immediate IEX process.

**IEX-FREQ**

Indicates the frequency of the account charges for IEX payments as required in the court order.

**IEX-OBLIG-AMT**

The IEX obligation amount is calculated by the system and is the sum of all active ledger obligation amounts plus any additional amount. This is the total amount the employer is instructed to withhold from wages.

**IEX-ADD-AMT**

IEX additional amount is the amount to be paid via income execution in addition to the ledger OBLIG AMT in order to satisfy the delinquency on an account.



**IEX-PAST-DUE**

Amount of arrears calculated at the time IEX was sent out.

**LST-PMT**

Date when last payment was posted to the account.

**LDGR TYPE**

Indicates beneficiary, type of obligation and type of collection.  
(Refer to Ledger Type Information below.)

**Ledger Type Information**

1<sup>st</sup> Position Code

- 1 Court ordered current
- 2 Court ordered arrears
- 3 Voluntary agreement current
- 4 Voluntary agreement arrears

2<sup>nd</sup> Position Code

- 1 Court ordered current
- 2 Court ordered arrears
- 3 Voluntary agreement current
- 4 Voluntary agreement arrears

3<sup>rd</sup> Position Code

- A IV-D TANF
- B IV-D Non-TANF
- C Non IV-D

4<sup>th</sup> Position Code

- A Alimony
- B Child Care expenses
- C Foster care
- D Administrative expense (e.g., genetic test)
- E Title IV-E foster care
- F Food stamps
- G Refugees
- H Hospital
- I American Indian
- J Judgment
- K Correctional Schools
- L Mental Hygiene releases
- M Medical assistance
- N Nursing homes
- O Educational expenses
- P Pre-determination grant for Family Assistance
- Q Cuban-Haitian entrants
- R Home Relief
- S Supplemental Security Income
- T Training Schools
- U Future reasonable medical expenses
- V Child support out-of-wedlock
- W Child support in wedlock
- X Administrative collection of arrears amount
- Y State charges
- Z Fee for service

5<sup>th</sup> Position Code

J Judgment  
I Interest on judgment

6<sup>th</sup> Position Code

1-9 numeric code to indicate the number of judgments

**ST**

Indicates status of ledger. 01=active; 02=suspended; 03= terminated; 04=arrears held in abeyance; 05=administratively closed.

**OBLIG FREQ**

Court ordered frequency at which the respondent must make payments. A=annually; Q=quarterly; S=semi-annually; M01=monthly (01=day of month); B=semi-monthly (1<sup>st</sup> and 15<sup>th</sup>); D14=bi-weekly and D07=weekly.

**OBLIG AMT**

Amount respondent is required to pay on the particular ledger.

**LST-CHG DATE**

Last charge date; the date when the last payment was due on the specific ledger.

**CRT-ORD DATE**

The date a court order was effective.

**ASAB**

Arrears Set at Balance – remaining unpaid balance left toward ASA (court ordered arrears amount).

**NET-DUE**

Amount of money respondent owes for each of the ledger types. (TO-DATE-DUE minus TO-DATE-APPLIED.)

**Note:** To quickly access the page of IVDQY1 for a specific ledger, enter "/00" (where 00 indicates the ledger number) in the KEY field and press the **Transmit** key. The page that corresponds to the indicated ledger will be displayed.

## IVDQRY [I]

## GENERAL INQUIRY SCREEN

◆IVDQY1	ASCU -	O. C. S. E.	05/16/02	14:41:18
ASCU-NO	AX79349D1	COUNTY-ACCT-NO	FIPS-CODE	136061
TEST, C		CCC	TEST, CASE	
C/O			C/O	
			40 N PEARL ST	
			ALBANY	AQ
RESP-SSN	000-00-0000	TCK-DT	00/00/0000	CLI-ID AV853875
RESP-DOB	00/00/00	TCK-REAS		CLI-SSN 000-00-0000
CASE CONTROL				CAP-IND /
	YEARLY	QUARTERLY	MONTHLY	TO DATE
PAID:	100.00	100.00	100.00	100.00
DUE:	600.00	600.00	600.00	600.00
APPL:	100.00	100.00	100.00	100.00
DISB:	100.00	100.00	100.00	100.00
NET-DUE	500.00	USDL		DCO
LST-PYMT	04/04/02	INVSTG-CD	LR	SA-IND A01
DLNQ-SW-DT	02/07/01	BILL-SW	4	SUP-DEL
DLNQ-SWITCH	07	SPEC-IND		STOP-CHG-DT 04/26/202
W/O-DLNQ	0.00			
R-TYPE	CHNG		R1	R2
EY			PAGE 00 OF 07	XMT/PASSOFF -> <

**GENERAL INQUIRY INFORMATION (IVDQRY/ IVDQY1{ XE "ASCU GENERAL INQUIRY SCREEN – IVDQRY/IVDQY1" })** **PASSOFF CODE "I"**

**Purpose**

Provides a cumulative total of all payments due, application and distribution history information on a yearly, quarterly and monthly basis for all ledger types on an account for the current calendar year, and displays the paid, due, applied and disbursed to date amounts since the account was built.

**Displays**

- Payments made in the current calendar year
  - Payments made since the account was established
- Amounts disbursed to the payee specified for the account

**FIPS-CODE**

"Federal Information Processing Standard Code." Six-digit code used to identify the jurisdiction from which collections are received or to which they are referred.

**PAID**

The yearly, quarterly, monthly and to date amount of support paid toward the account from all ledgers.

**Note:** The amount paid in the TO DATE field indicates the amount paid since the account was built.

**DUE**

The yearly, quarterly, monthly and to date amount of support which should have been paid to the account for all ledgers during the current calendar period. **Note:** The amount in the TO DATE field indicates the amount due since the account was built.

**APPL**

The yearly, quarterly, monthly and to date amount of support applied to the account during the current calendar period. **Note:** The amount in the TO DATE field indicates the amount applied to the account.

**DISB**

The yearly, quarterly, monthly and to date amount of support disbursed (sent) to the payee (DSS, client, 3<sup>rd</sup> or 4<sup>th</sup> party, as specified by the ledger type) for the account during the current calendar period. **Note:** The amount in the TO DATE field indicates the total amount disbursed since the account was built.

**NET-DUE**

Difference between case level TO DATE PAID and case level TO DATE DUE.

**USDL**

Other jurisdiction's account number, if applicable.

**LST-PYMT**

Date the last payment was posted to the CSMS account

**SUP-DEL**

Support delinquency amount. Amount at which the account should stop charging for a S25 standards indicator poverty level order. Law prohibits accrual of arrears in excess of \$500 under a "poverty level" order.

**STOP-CHG-DATE**

Date account will stop charging on the current obligation when the youngest child reaches 21 years old (system set) or updated to a different date as indicated in the order.

**W/O-DLNQ**

Wage order delinquency - the dollar amount of delinquent support in a default income execution that triggers the income execution (IEX) process. Delinquency on an account must equal this figure in order for a default IEX to be sent to the employer/income payer.