

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



September 6, 2002

CSS LETTER: 02-18

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: IMPLEMENTATION OF REVISED DUPLICATE CASE TRANSFER
 POLICY

REFERENCE: FSD LETTER NO. 99-04
 FSD LETTER NO. 95-10
 FSD LETTER NO. 94-33
 FSD LETTER NO. 94-08

<u>Reason for this Transmittal</u>	
<input type="checkbox"/>	State Law or Regulation Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Change
<input type="checkbox"/>	Clarification requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by DCSS

The purpose of this CSS Letter is to implement the Department of Child Support Services (DCSS) revised duplicate case transfer policy. This policy reflects a departure from previous case transfer policy that required case transfer anytime the custodial party (CP) moved to another county, whether or not that move resulted in a duplicate case situation. Because of the case management complexities that result from intracounty accounting and maintenance of unreimbursed assistance pools, the revised duplicate case transfer policy requires case transfer only when the potential for creation of a duplicate case exists or when a duplicate case has been identified, until such time that a statewide automation system has been implemented. The revised policy combines existing duplicate case transfer policy contained in the referenced FSD Letters, as appropriate, and the adopted recommendations of the Case Transfer Workgroup. The revised duplicate case transfer policy is effective immediately and will remain in force until the forthcoming intercounty transfer regulations are adopted. This CSS Letter replaces FSD Letters No. 94-08, 94-33 and 95-10.

Because duplicate cases detract from good customer service and adversely impact federal and state performance measures, DCSS is committed to reducing the number of duplicate cases in this federal fiscal year. DCSS is equally committed to forestalling



the establishment of new duplicate cases. Therefore, upon receipt of this letter, local child support agencies (LCSAs) must:

- 1) Review the August 2002, Duplicate Case Report and immediately initiate duplicate case transfers of those cases that meet the criteria for duplicate case transfer. Local child support agencies shall transfer cases using the process outlined in this letter and the revised duplicate case transfer policy, attached. A duplicate case transfer may be initiated by either the sending or receiving county, when the case transfer coordinator in one county contacts the case transfer coordinator in the other county to confirm that the CP has applied for Title IV-D services in the other county, or to confirm the existence of a duplicate case. Duplicate cases reported on subsequent Duplicate Case Reports shall be transferred as specified in 3), below.

When the Duplicate Case Report identifies duplicate cases that occur within the county, LCSAs must combine or otherwise eliminate the intracounty duplicate cases immediately.

- 2) Transfer any other cases that are identified as duplicates as of the date of this letter, even when the cases are not identified on the August 2002 Duplicate Case Reports.
- 3) Transfer all cases that become eligible for duplicate case transfer after the date of this letter using the process outlined in this letter and the revised duplicate case transfer policy, attached.

Background

As federally mandated, DCSS submits caseload data to the Federal Case Registry (FCR), the national database of child support orders maintained by the Federal Parent Locator Service. Case data sent by the LCSAs to DCSS each month serves not only as the basis for California's submissions to the FCR, but as the source of Duplicate Case Reports produced by DCSS and routed back to the LCSAs.

Current data reveals a high number of duplicate cases, defined as those with a non-custodial parent (NCP), CP, and one or more children in common. For example, as of August 2002, of the 1,746,296 cases submitted to the FCR, 64,603 cases were identified as duplicate cases, i.e. the same case was open in at least two LCSAs.

Open cases in multiple counties may result in overlapping establishment and enforcement activities and duplication of effort. The reduction of duplicate cases will allow the program to provide more efficient customer service and will benefit federal performance measures. Eliminating duplicate cases will also facilitate transition to a statewide automated child support system and must occur before the DCSS implements the statewide system.

In January 2002, DCSS convened the Case Transfer Workgroup, consisting of DCSS and LCSA representatives, to address the issues of case transfer. Where possible, the workgroup's recommendations have been incorporated into the revised duplicate case transfer policy. However, some recommendations will require Legislative, automation, interagency, or other changes and will require more time to implement.

Duplicate Case Transfer Policy

Heretofore, DCSS' case transfer policy has been that case management responsibility lies with the LCSA in the county where the CP resides, with limited exceptions. For the purpose of eliminating the outstanding duplicate cases the revised policy places case management responsibility with the LCSA in the county where the CP in a never assisted or arrears only case last opened a Title IV-D case. The revised policy also affirms that when the CP receives Title IV-A services, case management responsibility lies with the county where the CP currently resides and is receiving Title IV-A services. Duplicate cases are likely the result of the CP moving from one county to another, and opening a case in the new county of residence.

General Principles of the Duplicate Case Transfer Policy:

- 1) Case management means the LCSA is responsible for establishment and enforcement actions, including collecting, monitoring and distributing current child support and arrears for the case. When there are duplicate cases, only one county maintains case management responsibility. The county without case management responsibility (sending county) shall transfer the case and case management responsibility to the receiving county. Consequently, the sending county shall close the case.
 - When the CP currently receives Title IV-A services and there is a current child support order, case management is the responsibility of the LCSA in the county in which the CP currently resides.
 - When the CP never received Title IV-A services and there is a current child support order, case management is the responsibility of the LCSA in the county in which the CP last opened a Title IV-D case.
 - When the CP received Title IV-A services in the past and multiple counties are collecting arrears only, but there is no current child support order, case management responsibility lies with the LCSA in the county in which the CP last opened a Title IV-D case.
 - When the CP never received Title IV-A services and multiple counties are collecting arrears only, but there is no current child support order, case management responsibility lies with the LCSA in the county in which the CP last opened a Title IV-D case.

- 2) It should be noted that in interstate cases where California is the initiating state and there are duplicate cases identified in multiple California counties, the revised duplicate case transfer policy must be followed.
- 3) A "case" means a CP, NCP, and a dependent child or children the NCP is obligated to support. When both parents are absent from the child, and both are liable or potentially liable for support of a child or children receiving services under the Title IV-D program, then each parent is considered an NCP in separate Title IV-D cases.
- 4) When a case is transferred, the arrears are also transferred to the receiving county. The sending county must provide the receiving county financial information including payment history, arrears and interest calculations, amount of arrears, and an accounting of the Unreimbursed Assistance Pool (UAP); however, each county is responsible for maintaining an accounting record of its own UAP.

Main Points of the Duplicate Case Transfer Process

- 1) Each LCSA must designate staff to serve as case transfer coordinator(s) to act as the single point of contact for the transfer of duplicate cases. All inquiries and information related to duplicate cases, including program and fiscal issues, shall be directed to the case transfer coordinator(s).
- 2) When transferring a case to a receiving county, the sending county must complete a standardized case transfer package. The case transfer coordinator shall review all incoming and outgoing case transfer packages for appropriateness, completeness and accuracy.
- 3) The sending county case transfer package shall include a completed Case Transfer Financial Summary, including all supporting financial documentation to provide:
 - A complete accounting of arrears, including interest. The receiving county shall verify the accounting of arrears, including interest, when appropriate.
 - The UAP amount. When the sending county is unable to submit a completed Case Transfer Financial Summary with the case transfer package, the sending county shall send the completed Case Transfer Financial Summary to the receiving county no later than 75 business days after the receiving county acknowledges receipt of the case transfer package.

When the sending county does not have the information to calculate and document the UAP, the sending county shall follow these processes:

- Within ten business days of contacting the case transfer coordinator in the receiving county to confirm the necessity of transferring a case, the sending county shall request the county welfare department, if appropriate, provide the UAP amount for the case.
 - When the county welfare department cannot provide the UAP information because the UAP records no longer exist, the sending county shall calculate the UAP based on the information that is available, and shall submit a Case Transfer Financial Summary to the receiving county within 75 business days of the receiving county's acknowledgement of the receipt of the case transfer package.
 - When the county welfare department is able but fails to provide the UAP information, the sending county shall calculate the UAP based on the information that is available and shall submit the UAP amount to the receiving county within 75 business days of the receiving county's acknowledgement of the receipt of the case transfer package. The sending county shall inform the receiving county that the UAP amount is based on the information available and may be adjusted at a later date.
 - Within 5 business days of receiving subsequent UAP information from the county welfare department, the sending county shall send a completed Case Transfer Financial Summary to provide the updated UAP amount to the receiving county.
- 5) The sending county shall calculate the UAP balance, if any, as specified in 4) above, by ensuring that all recoupment amounts are subtracted from the cumulative UAP.
- 6) When the receiving county acknowledges the case transfer, the sending county shall close the case pursuant to Title 22, Section 118203(a)(13).

Quality Assurance/Compliance Reviews

To ensure consistent statewide implementation of the revised duplicate case transfer policy, county compliance with the requirements will be included in the future quality assurance and/or compliance reviews. Such reviews may include a verification that prescribed procedures were followed and/or the review of a sampling of cases from the LCSEA's duplicate case list to determine if:

- The case was properly transferred (either by the sending or receiving county), and,

- An accounting of arrears, including interest and a calculation of the UAP was forwarded, as applicable.

Implementation Schedule

LCSAs must identify the case transfer coordinator, and provide the name, telephone number, fax number, and email address to the DCSS by September 20, 2002. Please send this information to Bonnie Yamamoto at (916) 464-5228 or (916) 464-5057 (fax), or Bonnie.Yamamoto@dcss.ca.gov DCSS shall disseminate a list of case transfer coordinators by September 30, 2002.

To ensure the timely reduction of duplicate cases, LCSAs shall initiate case transfers as specified below. A case transfer is initiated when the case transfer coordinator in either the sending or receiving county contacts the case transfer coordinator in the other county to confirm the necessity of transferring the case, i.e. the CP has applied for Title IV-D services in the other county or the existence of a duplicate case.

- Case transfer is initiated for one-third of the total number of cases identified by the August 2002, Duplicate Case Report, by November 29, 2002.

Example: There are 2,100 duplicate cases identified on the August 2002 Duplicate Case Report. By November 29 2002, case transfer shall be initiated for 700 of the cases.

- Case transfer is initiated for another one-third of the total number of cases identified by the August 2002, Duplicate Case Report, by March 28, 2003.

Example: There are 2,100 duplicate cases identified on the August 2002, Duplicate Case Report. By March 28, 2003, case transfer shall be initiated for 1,400 of the cases.

- Case transfer is initiated for the remaining one-third of the total number of cases identified August 2002, Duplicate Case Report, by July 30, 2003.

Example: There are 2,100 duplicate cases identified on the August 2002, Duplicate Case Report. By July 30, 2003, case transfer shall be initiated for all of the cases identified on the August 2002, Duplicate Case Report.

To monitor success in reducing the number of duplicate cases, the LCSA Director shall certify the actual percentage reduction of the cases reported on the August 2002, Duplicate Case Report. A letter attesting to the percentage reduction of cases shall be

sent to Shar Schroepfer, Branch Chief, Policy Branch, no later than 20 business days following November 29, 2002, March 28, 2003 and July 30, 2003.

- Example: There are 2,100 duplicate cases identified on the August 2002, Duplicate Case Report. As of December 31, 2002, the number of duplicate cases was reduced by 10% (210 cases).

If you have any questions regarding the policy contained in this letter, please contact Bonnie Yamamoto, Policy Branch, Case Management Establishment Unit, at (916) 464-5228.

Sincerely,

PATRIC B. ASHBY
Deputy Director
Child Support Services

Attachments

Superseded by CSS 05-30

Department of Child Support Services
Revised Duplicate Case Transfer Policy
August 2002

Introduction

The Department of Child Support Services (DCSS) hereby adopts the following duplicate case transfer policy that provides definitions of basic terms and criteria under which Title IV-D cases must be transferred and the responsibilities of the local child support agencies (LCSAs) involved.

(a) Definitions

- (1) "Case" means a custodial party (CP), noncustodial parent (NCP) and a dependent child or children the NCP is obligated to support.

Example: One child residing with mother (CP); there is one case that encompasses mother (CP), father (NCP) and child. The child is removed from mother's home and placed in foster care. There are now two new cases: county welfare department (CP), mother (NCP) and child; county welfare department (CP), father (NCP) and child.

- (2) "Case Transfer Coordinator" means the individual in each LCSA designated as the single point of contact for case transfers.
- (3) "Case Transfer Package" means the standardized set of documents and information completed by the sending county to initiate a case transfer to the receiving county.
- (4) "Custodial party" as defined in the California Code of Regulations, Title 22, Section 110182, means the person having primary care, custody and control of the child(ren) and who is/are receiving or has applied to receive services under Title IV-D of the federal Social Security Act (commencing with Section 651 of Title 42 of the United States Code).
- (5) "Duplicate case" means two or more Title IV-D cases in which the CP, NCP and children are the same.
- (6) "Noncustodial parent" as defined in the California Code of Regulations, Title 22, Section 110456, means the parent of the child(ren) that may be or is obligated to pay child support.
- (7) "Receiving county" means the LCSA that is receiving the transferred case and is assuming case management responsibility from the sending county.
- (8) "Sending county" means the LCSA that is transferring the case and case management responsibility to the receiving county.

(b) Case Transfer Coordinator

- (1) Each LCSA shall designate at least one case transfer coordinator, responsible for coordinating all case transfer activities. The case transfer coordinator shall review all incoming and outgoing case transfer packages for appropriateness, completeness and accuracy.
- (2) LCSAs may utilize a team to review all incoming and outgoing case transfer packages; however, the case transfer coordinator shall be the single point of contact for coordination and communication between the LCSA and other LCSAs. In response to case specific inquiries and requests for information, if necessary, the case transfer coordinator shall consult with internal program and fiscal staff.
- (3) The case transfer coordinator shall be the single point of contact for resolving case transfer conflicts.
- (4) Intercounty case transfer disputes that cannot be solved by the case transfer coordinators shall be resolved by the Title IV-D Directors of the affected counties.

(c) Criteria for Transfer

- (1) LCSAs must transfer all duplicate cases in accordance with the revised duplicate case transfer policy. Cases may be transferred prior to the establishment of a child support order, except as specified in (3) below.
- (2) This revised duplicate case transfer policy only applies to cases where the CP moves from one California county to another, except as specified in (6), below.
- (3) When legal action is pending and both the CP and NCP are located, the sending county shall not transfer the case until completion of the legal action.
- (4) A duplicate case transfer may be initiated by either the sending or receiving county. For example, the receiving county may initiate the case transfer when the CP applies for Title IV-A services in the county where the CP is currently residing.
- (5) When the CP receives Title IV-A services, case management responsibility lies with the LCSA in the county in which the CP is currently receiving Title IV-A services. For the purpose of a CP who is temporarily absent from but who subsequently returns to the county, case management responsibility lies with the county where the CP returns when the purpose of the temporary absence is accomplished.

- (6) Case management responsibility lies with the LCSA in the county in which the CP last opened a Title IV-D case for the following situations:
- (A) A never assisted CP moves from one county to another, there is a current child support order and on-going enforcement activities.
 - (B) A former assistance CP moves from one county to another, and multiple counties are collecting arrears only, and there is no current child support order.
 - (C) A never assisted CP moves from one county to another, multiple counties are collecting arrears only, and there is no current child support order.
- (d) Case Transfer Package
- (1) Cover letter.
 - (A) The sending county shall specify the date by which the information specified in (d)(2), below, is current.
 - (B) The sending county shall affirm that the receiving county assumes case management responsibility as of the date specified in (1)(A), above.
 - (2) Duplicate Case Transfer Notification and Case Transfer Financial Summary (CS 892) including supporting financial documentation, and Case Transfer Checklist (CS 892A).
 - (A) The sending county shall calculate all interest. The receiving county shall verify the accounting of the arrears and interest, if appropriate, and shall recalculate the interest if so ordered by the court after the case transfer.
 - (B) When interest is not calculated, the sending county shall explain in the cover letter, specified in (1) above, why interest cannot be calculated.
 - (C) The sending county shall calculate and document the UAP for submission with the case transfer package, if appropriate.
Exception: When the sending county requires UAP information from the county welfare department and is unable to submit the information on the Case Transfer Financial Summary with the case transfer package, the sending county shall submit an updated Case Transfer Financial Summary to the receiving county within 75 business days of the receiving county's acknowledgement of receipt of the case transfer package.

- Superseded by CS 05-30
1. Within 10 business days of confirming the necessity of transferring a case, as specified in (e)(1), below, the sending county shall request any needed UAP information from the county welfare department, if appropriate.
 2. When the county welfare department cannot provide the needed UAP information because the UAP records no longer exist, the sending county shall calculate the UAP based on the information that is available, and shall submit the Case Transfer Financial Summary to the receiving county within 75 business days of the receiving county's acknowledgement of receipt of the case transfer package.
 3. When the county welfare department is unable to provide the UAP information within 60 days, the sending county shall calculate the UAP based on the information that is available, and shall submit this information on the Case Transfer Financial Summary to the receiving county no later than 75 business days of the receiving county's acknowledgement of receipt of the case transfer package. The receiving county shall be advised that UAP information has been requested from the county welfare department and will be forwarded upon receipt.
 4. Within 5 business days of receiving subsequent UAP information from the county welfare department, the sending county shall submit an updated Case Transfer Financial Summary to the receiving county.
- (3) Incomplete Case Transfer Package/Case Transfer Acknowledgement (CS 2895).
 - (4) Termination of Order/Notice to Withhold Income for Child Support, when applicable.
 - (A) The sending county shall include the Termination of Order/Notice to Withhold Income for Child Support (OMB 0970-0154) for the NCP's employer.
 - (B) The receiving county shall serve the NCP's employer with the Notice to Employer Regarding Order/Notice to Withhold Income for Child Support (Form 934) the sending county's Termination of Order/Notice to Withhold Income for Child Support (OMB 0970-0154) and the receiving county's new Order/Notice to Withhold Income for Child Support Income (OMB 0970-0154).
 - (C) When the sending county receives a collection from the NCP's employer prior to submission of the case transfer package, the

sending county shall update the payment history, interest and UAP, if appropriate, as specified in (2)(C), above.

- (5) Summary of case action.
- (6) Copies of all orders and modifications.
- (7) Lien information.

(e) Case Transfer Process

When either the sending or receiving county becomes aware of a duplicate case, the case transfer coordinator shall within 10 business days contact the case transfer coordinator in the other county to confirm the necessity of transferring the case; i.e. that the CP has or has not applied for Title IV-D services, or the existence of a duplicate case.

- (1) Contact may be initiated by either local child support agency, by telephone, electronic mail, or postal service.
- (2) When the receiving county confirms receipt of an application for Title IV-D services from the CP, or the existence of a duplicate case, the sending county shall initiate case transfer proceedings within 20 business days of the confirmation, as specified in (f) below.
- (3) Within 10 business days of contacting the receiving county, as specified in (1) above, the sending county shall send the Notice of Case Transfer (CS 2890, 2890A) to the NCP and CP, to the last known addresses.

(f) Sending County Responsibilities

- (1) When the sending county identifies intracounty duplicates of a case to be transferred, the sending county shall combine the cases and consolidate multiple orders, or otherwise eliminate the intracounty duplicate cases, prior to submission of the case transfer package to the receiving county.

Intracounty duplicate case means there are two or more cases in the county with the same CP, NCP and child(ren).

- (2) The case transfer coordinator shall transmit a completed case transfer package to the case transfer coordinator in the receiving county within:
 - (A) 20 business days when legal action is not pending.
 - (B) 20 business days after the conclusion of legal action, and receipt of the documentation related to the legal action necessary to forward to the receiving county.

- Superseded by CS 0530
- (3) When the receiving county notifies the sending county that the case transfer package is incomplete, the case transfer coordinator shall ensure all necessary information is provided to the receiving county within 20 business days, unless otherwise specified by the receiving county.
 - (4) The sending case transfer coordinator shall communicate, cooperate, and coordinate with the receiving county case transfer coordinator during the transition of case management responsibilities so that actions on the case are not interrupted.
 - (5) When the receiving county provides confirmation of the case transfer to the sending county, the sending county shall close the case within 30 business days of receipt of Incomplete Case Transfer Package/Case Transfer Acknowledgement (CS 2895), and transfer the integrated database case as specified in CSSIN Letter No. 02-07 (April 5, 2002).
 - (6) Notwithstanding the case transfer and case closure, the sending county shall provide declarations or testimony in any legal proceeding, if necessary, when UAP, interest or other issues arising from a child support matter that must be addressed by a motion, order to show cause or appeal in a court, are challenged. Each LCSA shall be responsible for their actions or inactions.
 - (7) The sending county shall forward new information regarding the case to the receiving county within 10 business days of receiving the new information.
 - (8) The sending county shall transmit any collections received after the date specified in (d)(1)(v), above, to the receiving county.
 - (9) The sending county shall maintain the original case record, in accordance with the record retention requirements specified in CCR, Title 22, Division 13, Section 111450.
 - (10) The sending county shall maintain responsibility for the UAP accrued in that county. The receiving county shall contact the sending county when there are monies available to apply to the sending county's UAP. It is the responsibility of the sending county to coordinate UAP distribution with the receiving county.
 - (11) The sending county shall complete a substitution of payee for real property liens.
 - (A) The sending county shall complete and file a notice regarding payment of support and specify that payments for current support and arrearages shall be paid to the receiving county.

- (B) The substitutions of payee shall be completed and filed with the appropriate county recorder's office within 10 business days of closing the case as specified in (5), above.

(g) Receiving County Responsibilities

- (1) The case transfer coordinator shall review all incoming case transfer packages for appropriateness, completeness and accuracy.

When an incoming case transfer package is incomplete, the case transfer coordinator shall send the sending county the CS 2895 within 10 business days of receiving the package, requesting the necessary information. The sending county shall provide the needed information to the receiving county within 20 business days of receiving the request, unless otherwise specified by the receiving county case transfer coordinator.

- (A) The case transfer coordinator shall return a case transfer package to the sending county when interest, if applicable, is not calculated.
 - (B) When the sending county does not provide the needed information within 20 business days, the receiving county case transfer coordinator shall contact the case transfer coordinator in the sending county no later than 5 business days after the due date to determine a new deadline by which the sending county will provide the needed information. The LCSA Directors in the affected counties shall resolve disputes arising from failure to provide the needed information in a timely manner.
- (2) When the case transfer package is complete, the case transfer coordinator shall send the CS 2895 to the sending county within 10 business days of receiving the case transfer package.
 - (3) The receiving county shall register the order pursuant to Family Code Section 5600 et seq.
 - (4) The receiving county shall add the obligor's case to the IDB, as specified in SSIN Letter No. 02-07 (April 5, 2002).
 - (5) The receiving county shall complete the case transfer within 75 business days of sending the CS 2895, as specified in (2), above.
 - (6) When the case transfer is completed, the case transfer coordinator shall send the Notice of Case Transfer (CS 2892/2894) completion form to the NCP and CP within 10 business days of completing the case transfer.
 - (7) The case transfer coordinator shall communicate, cooperate, and coordinate with the sending county during the transition of case

management responsibilities so that actions on the case are not interrupted.

- (8) When the UAP is satisfied in the receiving county, the receiving county shall determine if there is an UAP in the sending county, or another county. The receiving county shall distribute the collections to the sending county or other counties with an UAP.
- h) A case is not eligible for case transfer when in accordance with the case construct policy, a new case must be established.
- i) For the purpose of reporting intercounty collections received and forwarded, LCSAs shall comply with the requirements specified in LCSA Letter No. 02-12 (May 24, 2002).

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Superseded by CSS 05-30

Date:

LCSA Case No:

Noncustodial Parent:
Custodial Party:

**** NOTICE OF CASE TRANSFER****

We have received information that you now live in the County of
Because you no longer live in County, we are in the process of
transferring this case to the County Department of Child Support.

If you have any future inquiries regarding this case, you should contact the
Department of Child Support at

Phone number: () -

Local Child Support Agency

By:

Date:

LCSA Case No:

Noncustodial Parent:
Custodial Party:

**** NOTICE OF CASE TRANSFER ****

We have received information that _____ now lives in the
County of _____. Because _____
no longer lives in _____ County, we are in the process of transferring
this case to the _____ County Department of Child Support.

If you have any future inquiries regarding this case, you should contact the
Department of Child Support at

Phone number: () -

Local Child Support Agency

By:

Date:

LCSA Case No:

Custodial Party:

**** NOTICE OF TRANSFER COMPLETION****

This letter is to inform you that the transfer of this case to this county has been completed. The original county has closed your case, and this county has reopened it. All future correspondence and payments should be sent to this office.

If you have any questions regarding this matter, please call () -
Please have the above LCSA case number ready. Thank you for your cooperation.

Local Child Support Agency

By:

Date:

Noncustodial Parent:
Custodial Party:
Our LCSA Case No:
Your LCSA Case No:
Sending County Court Order No.:

**** NOTICE OF CASE TRANSFER****

This letter is to inform you that the transfer of this case to this county has been completed.

Our office served a wage assignment along with a termination of your wage assignment on

If you have any questions regarding this matter, please contact me.

Local Child Support Agency

By:

TO: (Agency Name and Address)

Date:

Your Case No.:

Our Case No.:

FROM: (Agency, Address, Phone, Fax, E-mail)

SEND PAYMENTS TO: (If different from above)

() - () -

CUSTODIAL PARTY

NONCUSTODIAL PARENT

- IV-D Case: TANF
 IV-E Foster Care
 Medicaid Only
 Former Assistance
 Never Assistance
- Non-IV-D Case:

This letter is to acknowledge receipt of the case referenced above.

1. We have completed the transfer of this case to this county, and no additional information is needed.
2. Additional Information is needed (See Page 2 of 2)
3. This county is returning the case because:
4. PLEASE RETURN THE ACKNOWLEDGMENT ATTACHED (Page 2 of 2)
5. OTHER:

II. ADDITIONAL INFORMATION

DATE

RECEIVING COUNTY CONTACT PERSON

() - TELEPHONE NUMBER and EXTENSION

FAX: () -

E-MAIL:

Return This Page to the Receiving County

TO: (Agency Name and Address)

Date:

Case No.:

Please provide the following:

I. NON CUSTODIAL PARENT INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> PHOTOS | <input type="checkbox"/> REAL PROPERTY LIEN INFO |
| <input type="checkbox"/> MEDICAL INSURANCE INFORMATION | <input type="checkbox"/> FAMILY VIOLENCE INDICATOR |
| <input type="checkbox"/> WORKER'S COMP RECORDS | <input type="checkbox"/> DATE LOCATE LAST ENTERED: |
| <input type="checkbox"/> OTHER | |

II. CUSTODIAL PARTY INFORMATION

- | | |
|--|---|
| <input type="checkbox"/> FAMILY VIOLENCE INDICATOR | <input type="checkbox"/> IV-D APPLICATION |
| <input type="checkbox"/> OTHER | |

III. MISCELLANEOUS

- | |
|---|
| <input type="checkbox"/> COPIES OF ALL COURT ORDERS |
| <input type="checkbox"/> OTHER |

THIS CASE HAS BEEN FORWARDED FOR ACTION TO:

NAME OF WORKER:

AGENCY NAME:

ADDRESS:

PHONE & EXTENSION () -

FAX () -

DATE

PERSON COMPLETING FORM (PRINT OR TYPE)

TELEPHONE NUMBER and EXTENSION

FAX: () -

E-MAIL:

INTERCOUNTY CASE TRANSFER NOTIFICATION

DO NOT ATTACH SCREEN PRINTS

I. TO:		FROM:	

DATE SENT	RECEIVING COUNTY IV-D CASE #	SENDING COUNTY IV-D CASE #	CONTACT PERSON
OTHER		TELEPHONE NO. () -	E-MAIL ADDRESS

II. CASE TYPE: TANF NON-TANF FOSTER CARE CURRENT ASSISTANCE NEVER ASSISTANCE FORMER ASSISTANCE
 RESPONDING UIFSA INITIATING UIFSA MEDICAL ONLY OTHER

INITIATING STATE _____ RESPONDING STATE _____

CONTACT PERSON	TELEPHONE NO. () -	CONTACT PERSON	TELEPHONE NO. () -
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III. CASE STATUS: (Check all appropriate items) CURRENT NEEDS PATERNITY ESTABLISHED ARREARS ONLY NEEDS ORDER ESTABLISHED MEDICAL ONLY

IV. NCP NAME LAST FIRST MIDDLE AKA _____
 LAST KNOWN CURRENT ADDRESS _____ DATE CURRENT _____
 DOB _____ POB (CITY) (STATE) _____ NO. _____ (STATE) _____
 CII NO. (STATE) _____ TELEPHONE NO. () - _____
 SSN(S) _____ / _____ / _____
 EMPLOYER _____ DATE CURRENT _____ EMPLOYER TELEPHONE NO. () - _____
 EMPLOYER ADDRESS _____

V. CP NAME LAST FIRST MIDDLE DOB SSN _____
 LAST KNOWN CURRENT ADDRESS _____
 TELEPHONE NUMBER () - _____ CHILD(REN) MOTHER'S NAME _____ CHILD(REN) FATHER'S NAME _____

VI. CHILD(REN)	DOB	SSN	AID PERIOD (TO - FROM)
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

OTHER RELATED CASE(S) AND CASE NUMBER(S): _____

VII. SPECIAL CIRCUMSTANCES/OTHER INFORMATION _____

IF CP NOT PARENT, SPECIFY OTHER NCP _____

Superseded by CSS 05-30

INTERCOUNTY CASE TRANSFER NOTIFICATION INSTRUCTIONS

The CS 8992, Intercounty Case Transfer Notification, is used to notify the receiving county of a pending change in case management responsibility when a custodial party has changed his or her county of residence within the state. It is essential that all pertinent information and documentation be forwarded along with the CS 892 to the receiving county.

ABBREVIATION SUMMARY

AKA	-	Also Known As
CII	-	Criminal Identificaiton Information
CP	-	Custodial party
DL	-	Drivers License
DOB	-	Date of Birth
FTB	-	Franchise Tax Board
IRS	-	Internal Revenue Service
NCP	-	Noncustodial Parent
POB	-	Place of Birth
SSN	-	Social Security Number
TANF	-	Temporary Assistance for Needy Families
UIB	-	Unemployment Insurance Benefits
DIB	-	Disability Insurance Benefits

Section I. Address Information

- The sending county completes all applicable information requested in this section.
- The contact person is the case transfer coordinator, include his/her direct telephone number.

Section II. Case Type - Sending County Completes

- Check the box for each applicable category.
- If a case type is not listed, check "Other" box and specify the type of case in the space provided.
- If case type is either responding or initiating UIFSA complete additional information requested.

Section III. Case Status

- Check the applicable box(es).

Section IV. Noncustodial Parent

- Complete any requested information using the most current information available.
- If more than one noncustodial parent enter information regarding the second noncustodial parent below under "Other information."

Section V. Custodial Party

- Complete all requested information using the most current information available.

Section VI. Children

- Complete all requested information for each child receiving services or for whom a request for services has been made.

Section VII. Special Circumstances/Other Information

- Use as necessary to clarify or add any information.

CASE TRANSFER FINANCIAL SUMMARY

I. UNREIMBURSED ASSISTANCE POOL (UAP) BALANCE: \$ _____ AS OF: _____
(Date)

Include supporting documentation which includes all financial transactions associated with the UAP, such as: payments received and from whom, monthly grant amount, adjustments and dates. Please include a key of definitions or terms.

II. PAYMENT HISTORY: *Include all supporting financial documentation that reflects payment history, such as: date of transaction; amount of transaction, and to whom paid. Please include a key of definitions or terms.*

III. TOTAL INTEREST BALANCE: \$ _____ AS OF: _____
(Date)

- A. NEVER ASSIGNED INTEREST BALANCE: \$ _____
- B. PERMANENTLY ASSIGNED INTEREST BALANCE: \$ _____
- C. CONDITIONALLY ASSIGNED INTEREST BALANCE: \$ _____
- D. TEMPORARILY ASSIGNED INTEREST BALANCE: \$ _____
- E. UNASSIGNED PRE ASSISTANCE INTEREST BALANCE: \$ _____
- F. UNASSIGNED DURING ASSISTANCE INTEREST BALANCE: \$ _____

Include supporting documentation, which includes all financial transactions associated with the interest balance, such as: date of transaction, and amount of transaction. Please include a key of definitions or terms.

IV. TOTAL ARREARS BALANCE: \$ _____ AS OF: _____
(Date)

- A. NEVER ASSIGNED ARREARS BALANCE: \$ _____
- B. PERMANENTLY ASSIGNED ARREARS BALANCE: \$ _____
- C. CONDITIONALLY ASSIGNED ARREARS BALANCE: \$ _____
- D. TEMPORARILY ASSIGNED ARREARS BALANCE: \$ _____
- E. UNASSIGNED PRE ASSISTANCE ARREARS BALANCE: \$ _____
- F. UNASSIGNED DURING ASSISTANCE ARREARS BALANCE: \$ _____

Include supporting documentation, which includes all transactions associated with the arrears balance, such as: date of transaction, and amount of transaction. Please include a key of definitions or terms.

Prepared by: _____

Date: _____

CASE TRANSFER CHECKLIST

CS 892A - CASE TRANSFER CHECKLIST INSTRUCTIONS

The CS 8992A, Case Transfer Checklist, is used to transmit pertinent case information when a custodial party has changed his or her county of residence within the state and case management responsibility transfers to the receiving county.

This form shall be attached to the CS 892, Intercounty Case Transfer Notification.

When transferring a case, include all documents that are available and applicable to the case. Place an "X" by each document that is attached, and each item that applies to the case.

I. NON CUSTODIAL PARENT INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> PHOTOS | <input type="checkbox"/> FAMILY VIOLENCE INDICATOR |
| <input type="checkbox"/> MEDICAL INSURANCE INFORMATION | DATE LOCATE LAST INITIATED: |
| <input type="checkbox"/> WORKER'S COMP RECORDS | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> REAL PROPERTY/LIEN INFO | |
| <input type="checkbox"/> SLMS REVOCATION | |

II. CUSTODIAL PARTY INFORMATION

- | | |
|---|--|
| <input type="checkbox"/> IV-D APPLICATION | <input type="checkbox"/> FAMILY VIOLENCE INDICATOR |
| <input type="checkbox"/> OTHER | |

III. MISCELLANEOUS

- | | |
|---|---|
| <input type="checkbox"/> COPIES OF ALL COURT ORDERS | <input type="checkbox"/> DECLARATION OF PATERNITY FILED IN PATERNITY OPPORTUNITY PROGRAM DATABASE |
| <input type="checkbox"/> OTHER | |

IV. FINANCIAL INFORMATION

- CASE TRANSFER FINANCIAL SUMMARY

NON CUSTODIAL PARTY'S (NCP) NAME:
LOCAL CHILD SUPPORT AGENCY (LCSA) CASE NUMBER:
NCP SOCIAL SECURITY NUMBER:

**NOTICE TO EMPLOYER REGARDING ORDER/NOTICE TO WITHHOLD INCOME
FOR CHILD SUPPORT**

- This "Order/Notice to Withhold Income for Child Support" replaces the order you are currently honoring for _____ County, Superior Court Number _____
- A "Termination of Order/Notice to Withhold Income for Child Support" for _____ County, Superior Court Number _____ is attached.
- Other: _____

-
1. Carefully read the "Additional Information to Employers and Other Withholders" on page 2.

If you have any questions, please contact this office at the above number.

Local Child Support Agency Case Worker Name :