

INSTRUCTIONS FOR COMPLETING FORM OCSE-157 THE CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

GENERAL REPORTING INSTRUCTIONS

States will use the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS). The reporting of this information will enable the Secretary of HHS to comply with Section 452(a) and (g) and Section 469 of the Social Security Act. The Act requires the Secretary to establish standards for an effective Child Support Enforcement program, to establish minimum organization and staffing requirements and to provide an annual report to Congress on the program. This information will also enable HHS to compute individual State incentive and outcome measures to be used in evaluating State performance in running a CSE program. The authority to collect this information is also set forth in regulations at 45 CFR 302.15(a).

1. Submittal and Due Dates

The OCSE-157 report is to be completed by State IV-D agencies for each Federal fiscal year ending September 30th. The report is due within 30 calendar days after the last day of the fiscal year. *States may not estimate counts for reporting on the OCSE-157. Actual numbers must be reported.*

One copy of each report must be submitted to the appropriate ACF Regional Office and one copy must be submitted to the OCSE Central Office at the following address:

Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
DPRE, Fourth Floor East
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

2. Revised Reports

States are expected to submit accurate reports on time. However, States may revise previously submitted reports by submitting new ones. Revised reports must be submitted **within 90 days of the end of the fiscal year** for which the report was due. Therefore, all final data reports must be received in OCSE by December 31st of each year. If the revised report is received after the deadline, the revised data will not be used to calculate State incentive measures and will not be included in the Child Support Enforcement Preliminary or Annual Reports for the year in question.

3. Consequences of Reporting Unreliable Data

Legislation requires that state-submitted data, used to calculate incentive measures, be reliable and complete. Data to calculate individual State incentive measures will be taken from ten of the OCSE- 157 line items. These lines will be audited for completeness and reliability and include: Lines 1 and 2 for the Support Orders measure, Lines 5 and 6 or 8 and

9 for the Paternity Establishment measure, Lines 24 and 25 for the Current Support measure, and Lines 28 and 29 for the Arrears measure. Refer to OCSE-AT-99-12 for detailed information on incentive formulas and requirements.

As requested in Dear Colleague Letter DC-00-77, States must have an audit trail available that consists of the case information used to compile the line items that will be used to calculate incentive measures. **If audit results determine that a State's data are incomplete or unreliable, the State will not be eligible for incentive payment for measures reliant on that data and the amounts otherwise payable to the State under title IV-A may be reduced by 1 to 5 percent.**

4. Internal Edits

OCSE will perform the following edits on data received from States and encourages States to check their data against these edits before sending in their reports:

Line 1 a < Line 1	Line 5 < Line 4
Line 1 b < Line 1	Line 7 < Line 4
Line 1c < Line 1	Line 10 < Line 9
Line 1a + 1b + 1c is not equal to Line 1	Line 18a < Line 18
Line 2a < Line 2	Line 22 ≤ Line 21
Line 2b < Line 2	Line 23 < Line 22
Line 2c < Line 2	Line 29 < Line 28
Line 2d < Line 2	Line 2a + 2b + 2c + 2d is not equal to Line 2
Line 3 < Line 1	

5. Online Reporting

The Office of Child Support Enforcement developed an online automated State Program Data System to allow States to submit their OCSE-157 reports electronically through the OCSE Website. The web address for accessing the online system is:

ocse3.acf.dhhs.gov/ext/stateperformance/performance_login.cfm

States are encouraged to use this online system since it is the quickest way of submitting information to OCSE. Please refer to DCL 99-114, dated October 12, 1999, for detailed information about the system. If you need to obtain an user ID and password, please contact the Office of Child Support Enforcement, Division of Planning, Research and Evaluation.

Initial supplies of the printed OCSE-157 Annual Data Report were mailed to each State IV-D agency. States may contact OCSE for additional copies, if necessary.

6. Signature

The OCSE-157 must be signed and dated by the director of the State's title IV-D program. The individual who signs the report is certifying that the information provided there and on all accompanying documents is accurate. For the purposes of online reporting each State

Child Support Director has been given a special ID and password. Approving the electronic OCSE-157 under these IDs and passwords indicate that the appropriate person has reviewed and approved the report.

7. Public Reporting

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 4.0 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this report is 0970-0177.

Send comments regarding this burden estimate or any other aspect of this request for information, including suggestions for reducing this burden, to Reports Clearance Officer, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447

DEFINITIONS TO USE IN COMPLETING FORM OCSE-157, CHILD SUPPORT ENFORCEMENT PROGRAM ANNUAL DATA REPORT

The following definitions of terms are to be used in completing form OCSE-157.

Case Inventory Definitions

IV-D Case - A parent (mother, father, or putative father) who is now or eventually may be obligated under law for the support of a child or children receiving services under the title IV-D program.

A parent is reported as a separate IV-D case for each family with a dependent child or children that the parent may be obligated to support. **If both parents are absent and liable or potentially liable for support of a child or children receiving services under the title IV-D program, each parent is considered a separate IV-D case.**

1. Current Assistance Case - A case where the children are: (1) recipients of Temporary Assistance For Needy Families (TANF) under title IV-A of the Social Security Act or (2) entitled to Foster Care maintenance payments under title IV-E of the Social Security Act. In addition, the children's support rights have been assigned by a caretaker relative to a State and a referral to the State IV-D agency has been made.

a. TANF Case - A case where the children have been determined to be eligible for Temporary Assistance for Needy Families (TANF) under title IV-A of the Social Security Act, the children's support rights have been assigned by a

caretaker relative to a State, and a referral to the State IV-D agency has been made. A TANF case is reported as a current assistance case.

b. Foster Care Case - A case involving children entitled to foster care maintenance payments under Title IV-E of the Social Security Act for whom a referral to the State IV-D agency has been made. A foster care case is reported as a current assistance case.

2. Former Assistance Case - A case where the children formerly received title IVA (AFDC or TANF) or title IV-E Foster Care services.

3. Never Assistance Case - A case where the children are receiving services under the title IV-D program, but are not currently eligible for and have not previously received assistance under titles IV-A or IV-E of the Social Security Act.

A never assistance case includes cases where the family is receiving IV-D services as a result of a written application for IV-D services, including cases where the children are receiving State (not title IV-E) foster care services or a case where they are Medicaid recipients not receiving additional assistance.

a. Medicaid Only Case - A case where the children have been determined eligible for or are receiving Medicaid under title XIX of the Social Security Act but whom are not current or former recipients of aid under title IV-A or IV-E of the Act. Medicaid Only cases are reported as never assistance cases.

Services Definitions

Medical Support - Medical support refers to the responsibility of a parent to provide health coverage for a child or children. This includes: (1) payment of health insurance premiums, (2) payment of medical bills, or (3) cash payments for health insurance and/or medical bills. Medical support may be provided by either the custodial or the noncustodial parent.

Support Order - The legal establishment of: (1) an amount of money that is due and owed by a parent for the support of the parents children and/or (2) the responsibility to provide health insurance and/or medical support for those children. This amount or responsibility must be established by court order or administrative process, voluntary agreement (in States where such agreements are filed in the court or agency of the administrative process as an order and are legally enforceable) or other legal process. This includes a judgment for arrears. This does not include judgments under State laws that create a debt owed to the State by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

Paternity - The legal establishment of fatherhood for a child, either by court determination, administrative process, or voluntary acknowledgment. A paternity acknowledgment involves the legal establishment of fatherhood for a child through a voluntary acknowledgement signed by both parents as part of an in-hospital or other acknowledgement service. Paternity resolved refers to all children born within a marriage, legitimized by marriage or adoption and children with paternity established or acknowledged.

SECTION AND LINE ITEM INSTRUCTIONS FOR THE OCSE-157

Form OCSE-157 was developed to obtain information on the status and accomplishments of each State's Child Support Enforcement program. The form contains ten sections: A-Case Inventory, B-Paternity Establishment, C-Services Required, D-Services Provided, E-Medical Support, F-Collections Due and Distributed, G-Staff, H-Program Expenditures, I-Noncooperation and Good Cause, and J-Administrative Enforcement.

Section A, C, and most of Section B require counting the entire open IV-D caseload, while most of sections D through J require counting activities for the fiscal year for which the State is reporting. The sections' introductions and line item information give specific details related to that section or line. Particular attention should be given to the time period for counting the line items--during the fiscal year or on the last day of the fiscal year, and whether reporting is required in the individual status columns (b through d) or just the total column (a). *With the exception of Section B: Paternity Establishment, all open good cause cases should be included in the counts.*

SECTION A: CASE INVENTORY

In this section, report the number of IV-D cases in the State's inventory in each of three status categories: (b) current assistance cases; (c) former assistance cases; and (d) never assistance cases. It is not necessary to report in column (a) in the case inventory section. Totals will be determined at OCSE using the information provided by States for columns (b) through (d).

Remember, a IV-D case is a parent (mother, father or putative father) who is or may be liable for support. A parent is reported as a separate case for each family with a dependent child or children that the parent may be obligated to support. See definition section at the front of this AT. If there are multiple putative fathers for one child, only one case should be reported.

Report all IV-D cases open at the end of the fiscal year. If a parent has more than one child in the same family and any of the children are currently receiving assistance, report the case as a current assistance case.

Include both cases sent to and received from other States in the count. County-to-county transfers of cases and multiple county involvement in cases within a State should not be reflected in case inventory counts. A case should be counted only once within a State.

When IV-D services continue to be provided to former IV-A or IV-E recipients, change status to a former assistance case. Also, report as a former assistance case any former IV-A or IV-E case in which the family has declined continued IV-D services, but there are arrearages assigned to the State that the State will attempt to collect.

Line 1 - Cases Open at the End of the Fiscal Year

Report the number of IV-D cases open on the last day of the fiscal year.

Include cases open at end of the fiscal year as a result of requests for assistance received from other States, as well as cases open in your State that you have referred to another State. Do not include on this line Native American and international cases over which the State has no jurisdiction. These cases should be reported separately on line 3.

Cases received on standard interstate forms from other States are counted as open IV-D cases only if specific action is required on the part of the responding State's IV-D agency and the activity required qualifies for Federal financial participation.

Report in columns (b), (c), and (d) for each item except for line 1c, that should be reported under column (d) only.

Line 1a - Interstate Cases Initiated in This State Open at the End of the Fiscal Year

Report the number of cases open on the last day of the fiscal year that have been sent to another State. Report a case only once, even if the case was sent to more than one State. Cases included on this line are a subset of and should have been counted in line 1.

Line 1b - Interstate Cases Received from Another State Open at the End of the Fiscal Year

Report the number of cases open on the last day of the fiscal year that have been received from another State. Report a case only once, even if the case was received from more than one State. These cases are a subset of and should have been counted in line 1.

Line 1c - Medicaid Only Cases Open at the End of the Fiscal Year

Report the number of Medicaid Only cases open on the last day of the fiscal year. Report these cases under column (d). These cases are a subset of and should have been counted in line 1. *Medicaid only cases that were previously on assistance are considered former assistance cases and are not reported on this line.*

Line 2 - Cases Open at the End of the Fiscal Year with Support Orders Established

Report the number of IV-D cases open on the last day of the fiscal year that have support orders established. Cases reported on line 2 are a subset of and should have been included in line 1. Include cases with orders entered prior to the case becoming a IV-D case, as well as, cases with orders established by the IV-D agency. Include judgments for arrears, regardless of whether there is a payment schedule or an order for ongoing support. Do *not* include judgments under State laws that create a debt owed to the State by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation). Remember, count cases only once regardless of the number of orders. Do not include voluntary support agreements in this line unless the agreements are legally enforceable in the reporting State. Include all interstate cases-both cases sent to and received from other States.

Report under columns (b), (c), and (d) for each item except for line 2d, that should be

reported under column (d) only. *Include all cases received from or sent to another State that have an order for support—regardless of when or where the order was established.*

Line 2a - Interstate Cases Initiated in this State With Support Orders Established

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that this State referred to another State. Do not include judgments under laws of general obligation. These cases are a subset of and should have been counted in line 2.

Line 2b - Interstate Cases Received from Another State With Support Orders at the End of the Fiscal Year

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that this State received from another State. Do not include judgments under laws of general obligation. These cases are a subset of and should have been counted in line 2.

Line 2c - Cases With Orders With Zero Cash Support Open at the End of the Fiscal Year

Report the number of cases open on the last day of the fiscal year that have an order established but no amount of cash support is included in the order. This should include orders that were established for health insurance only. Do not include judgments under laws of general obligation. These cases are a subset of and should have been counted in line 2.

Line 2d - Medicaid Only Cases With Orders Open at the End of the Fiscal Year

Report the number of Medicaid Only cases open on the last day of the fiscal year that have a support order established or a judgment for arrears. Do not include judgments under laws of general obligation. Report these cases under column (d). These cases are a subset of and should have been counted in line 2. *Medicaid only cases that were previously on assistance are considered former assistance cases and are not reported on this line.*

Line 3 - Cases Open for Which the State has No Jurisdiction

Report the number of open cases on the last day of the fiscal year over which the State has no jurisdiction. This includes cases that involve an individual over whom the IV-D agency has no civil jurisdiction (e.g. subject matter, territorial, or personal jurisdiction) available to pursue or effectuate any child support actions. In addition, no formal or informal reciprocal or cooperative agreement or other mechanism is in place to enable the State agency to take actions necessary to establish paternity, establish a child support order, or enforce an order.

These cases most often involve a non-custodial parent who resides in the civil jurisdictional boundaries of another country or a Federally recognized Indian Tribe and no income or assets of this individual are located or derived from outside that jurisdiction.

However, these cases remain open for IV-D purposes and are periodically monitored to determine if there is a change in circumstances that could lead to further action.

Non-jurisdiction cases reported on this line should not be reported in any other section and on any other line on this report. Please note that the accuracy of this information is subject to audit review.

SECTION B: PATERNITY ESTABLISHMENT

The out-of-wedlock birth and paternity information provided in this section from current and prior years' reports will be used to compute the Paternity Establishment Percentage (PEP). States are to report the number of children in each line item and not the number of cases. Include children in both initiating and responding interstate IV-D cases. A paternity can only be counted once--either when a voluntary acknowledgement is obtained or at the time an order determining paternity is established. Emancipated children should not be included in the count of children. States should only include those children who are under 18 on line 4 through 10 and lines 13 and 16. However, if a child turned 18 during the reporting year that child should be included in the count.

States have the choice of being evaluated on a PEP that includes all the children in their caseload (the IV-D PEP) or all the children in their State (the Statewide PEP).

Check the appropriate bracket (IV-D or Statewide) on the "Section B" line of the OCSE-157. The option can be changed at a later date, however, for calculation purposes, "like" data must be compared from year-to-year. For example, if a State uses the IV-D PEP in Years 1 and 2 and decides to use the Statewide PEP in Year 3-- State must also provide OCSE with Statewide data for Years 1 and 2, so that yearly increases and decreases can be determined using comparable data.

Report the data only under column (a) in Section B: Paternity Establishment. If a State chooses not to use the Statewide PEP, the reporting of information on line 9 is optional.

According to section 452(g) of the Social Security Act, for purposes of calculating a State's paternity establishment percentage, "the total number of children shall not include any child who is a dependent child by reason of the death of a parent, unless paternity is established for that child." Therefore, States should not include such children on lines 5 through 10, unless paternity has been established for the child.

Section 452(g) of the Act further states that the total number of children shall not include... "any child with respect to whom an applicant or recipient is found by the State to qualify for a good cause or other exception to cooperation pursuant to section 454(29)." Therefore, States should not include such children on lines 5 through 10.

Federal fiscal year is the preferred way to report out-of-wedlock birth information on this report. However, as long as 'like' vital statistics data are used and compared from year-to-year, calendar year data or state fiscal year data is acceptable. The report should have birth information for the most recent year available to the State. If a state is reporting for a period other than Federal fiscal year for the current reporting period, the State must indicate which reporting period was used.

Line 4 - Number of Children in Cases Open at the End of the Fiscal Year

Report the number of children in the IV-D caseload in cases open at the end of the fiscal year reported in line 1. If there is more than one putative father for a child, count the child only once. *Only those children who are under age 18 should be included even if arrears are still being collected for an emancipated child.*

Line 5 - Children in IV-D Cases Open at the End of the Fiscal Year Who Were Born Out of Wedlock

Report the number of children in the IV-D caseload in cases open at the end of the fiscal year who were born out of wedlock. *Report the birth information for the current reporting fiscal year.*

Line 6 - Children in IV-D Cases Open During or at the End of the Fiscal Year With Paternity Established or Acknowledged

Report the number of children born out of wedlock in the IV-D caseload in cases open at the end of the fiscal year who have paternity established or acknowledged. States have the option of including paternities established or acknowledged for cases closed during the fiscal year. Paternity does not have to have been established by the IV-D agency.

Line 7- Children in IV-D Cases Open at the End of the Fiscal Year With Paternity Resolved

Report the number of children in the IV-D caseload open at the end of the fiscal year with paternity resolved. Include all children born within a marriage, legitimized by marriage or adoption and children with paternity established or acknowledged.

Line 8 - Children in the State Born Out of Wedlock During the Fiscal Year

Report the total number of children who were born out of wedlock in the *State* during the fiscal year.

Line 9 - Children in the State with Paternity Established or Acknowledged During the Fiscal Year (Optional)

Report the number of minor children who were born out of wedlock *in the State* for whom paternity has been established or acknowledged during the fiscal year.

Line 10 - Children in the State with Paternity Acknowledged During the Fiscal Year

Report the number of children born out of wedlock in the reporting State for whom paternity has been acknowledged during the fiscal year. This includes acknowledgments after genetic testing, but before adjudication, if applicable. Include children with paternity acknowledged through the State's voluntary in-hospital acknowledgment program and other acknowledgment processes. If the State reported on line 9, this count is a subset of and should have been included in that line.

SECTION C: SERVICES REQUIRED

In this section, report the number of IV-D cases open at the end of the fiscal year that need the specific service listed. If a case requires multiple services, that is locate, paternity establishment and/or enforcement, the case should be reported only where it "sits" at the time of reporting. In interstate cases both the initiating and responding State report services required.

Under Section C, report the information by case status under columns (b) through (d). Do not report a line total for these items under column (a).

A parent responsible for the support of children of more than one custodial parent is counted as a separate case for each- thus, a parent responsible for supporting children of three custodial parents would be counted as three locates needed.

Line 11 – Reserved. No entries.

Line 12 - Cases Requiring Services to Establish an Order

Report the number of IV-D cases open at the end of the fiscal year that need services to establish a support order.

Line 13- Children Requiring Paternity Determination Services in Cases Open at the End of the Fiscal Year

Report the number of children in cases open at the end of the fiscal year requiring paternity establishment. Count all children whose paternity has not been established, including children in the process of having paternity established. If there is more than one putative father for a child, count the child only once.

SECTION D: SERVICES PROVIDED

In this section, report the number of cases in which services were successfully provided at any time during the fiscal year. Count each service that a case received. If a case changed status during the fiscal year (e.g. from an assistance to a former assistance case), report the case status as of the end of the fiscal year. In interstate cases, both the initiating and the responding States report the service that either provided.

In Section D, report under column (a) only for line 14 and report under columns (b) through (d) for lines 16 through 20.

Line 14 - Title IV-A Cases Closed During Fiscal Year Where a Child Support Payment Was Received

Report all cases terminated from TANF during the fiscal year in which there was any child support collection in the month of termination. Report the information for the fiscal year in which it is received from the IV-A agency, regardless of when the termination actually took place.

The month of termination is the last month for which a grant is paid. Include a case in the count for this line whenever the case was terminated from TANF and a child support payment was received in the same month--even if the payment was received after the case was terminated.

Line 15 – Reserved. No entries.

Line 16 - Children in the IV-D Caseload for Whom Paternity Was Established or Acknowledged During the Fiscal Year

Report the number of children in cases in the IV-D caseload for whom paternity was established or acknowledged during the fiscal year. A paternity established or acknowledged prior to a case's referral to IV-D is not to be counted in this item. If more than one child is included in a single paternity action, each child is counted separately. If a paternity determination action includes an order for support, the paternity is counted on line 16 and the support order is counted on line 17.

Line 17 - Cases with Support Orders Established During the Fiscal Year

Report the number of cases in which support orders were established by the IV-D agency during the fiscal year. Include support orders established for medical support or health insurance. A support order established before the case became a IV-D case is not counted. Also do not include judgments under State laws that create a debt owed to the State by the non-custodial parent for public assistance paid for that parents child or children (laws of general obligation).

A single support order for payment of current support and arrearages is counted as the establishment of one support order. If an order includes medical support and child support, it should be counted only once.

If the State established a new order for a subsequent child, that establishment should be counted on line 17. The count should not include modifications made to add health insurance to the order.

Line 18 - Cases with Collections During the Fiscal Year

Report the number of cases for which one or more collections were made during the fiscal year. Each case should be counted only once, regardless of the type or number of collections made for that case during the fiscal year. For example, if a Federal or State tax refund offset collection was made during the fiscal year, as well as a regular collection report one case with a collection. Include cases where no support order is established but a voluntary payment was made.

Line 18a - Interstate Cases Received From Another State With Collections During The Fiscal Year

Report the number of interstate cases received from another State for which one or more collections were made during the fiscal year. The number reported on this line is a subset and should be included in the number reported on line 18.

Line 19 - Cases Sent to Another State During the Fiscal Year

Report the number of interstate cases your State sent to other States during the fiscal year. This is the number of cases for which referrals were made, not the actual number of requests made with respect to a particular case. For example, if referrals were sent to multiple States for the same case, this would be reported once. Report a case if there has been an interstate case submittal for location, establishment of paternity or support order, enforcement of support, or any other IV-D activity.

Line 20 - Cases Received from Another State During Fiscal Year

Report the number of interstate cases received from another State during the fiscal year. Each case should be counted only once, regardless of the number of requests received for one case during the fiscal year.

SECTION E: MEDICAL SUPPORT

As explained in the definition's section, medical support is a parent's responsibility to provide health coverage for a child or children. This support may be provided by either the custodial or the noncustodial parent. It includes cash payments to be used for health insurance and health care.

In Section E, Medical Support, report line totals in column (a) only.

Line 21 - Cases Where Medical Support is Ordered

Report the number of cases open on the last day of the fiscal year for which medical support is ordered to be paid. This includes cash medical support amount and/or health insurance coverage. Include cases where the custodial or the noncustodial parent is ordered to provide the medical support.

Line 22 - Cases Where Health Insurance is Ordered

Report the number of cases on the last day of the fiscal year where health insurance is ordered. Do not include orders for cash medical support (where there is no health insurance policy). Include all cases with orders where health insurance is addressed. However, States may exclude cases where the unavailability of health insurance at reasonable cost is confirmed. The cases reported on line 22 are a subset of and should have been counted on line 21.

Line 23 - Cases Where Health Insurance is Provided as Ordered

Report the number of cases open on the last day of the fiscal year in line 22 for which health insurance was actually provided as stated in the order. Count only one order per case.

Do not include Medicaid and cash medical support (where there is no health insurance policy). *The insurance must be provided as stated in the order. If the order states a certain parent must provide the medical support, the case can only be included in the count if that parent actually provides the medical support.*

These cases are a subset of and should have been counted in line 22.

SECTION F: COLLECTIONS DUE AND DISTRIBUTED

In this section, report the amount of collections due and the amount of collections that were distributed in the fiscal year. These amounts should be computed monthly and the total of all months reported at the end of the year. Include cash medical support payments and support due in cases that closed during the fiscal year. For purposes of this report, report distributed collections when disbursed. See AT-97-13 for collection and disbursement of child support collections information.

Report amounts due and distributed for both initiating and responding interstate cases. If the initiating State has no order within the State, but there is an order in a responding State, the initiating State should report the amount due in the other State. If there is an order in both the initiating and the responding States, each State should report consistent with its own order.

Collections for spousal support, childcare, medical support, and other cash payments should be included in the amounts reported for Section F, if they are included in the child support order.

For cases that changed States during the fiscal year (i.e. current assistance to former assistance) a State may report the case status as of when the collection was received or as of the end of the fiscal year, as long as the State does it consistently one way or the other.

For purposes of counting arrears on the OCSE-157, an arrearage occurs the month that the payment is missed. Also, under Section 466(a)(9) of the Act, a State must enact laws and use procedures requiring that any payment or installment under a support order is a judgement by operation of law, without the need for further court action.

Report under columns (b) through (d) for lines 24 through 27 and only under column (a) for lines 28 and 29.

Line 24 - Total Amount of Current Support Due for the Fiscal Year

Report the total amount of current support due for the fiscal year for all IV-D cases. Include total voluntary collections as amounts due. Do not include current amounts due on arrears.

Line 25 - Total Amount of Support Distributed as Current Support During the Fiscal Year

Report the total amount of support distributed as current support during the fiscal year for all IV-D cases. Voluntary payments are considered current support and should be reported here even though there is no order to require payment.

Line 26 - Total Amount of Arrears Due for All Fiscal Years

Report the total amount of arrears due and unpaid as of the end of the fiscal year for all fiscal years, including the fiscal year covered by the report. Interests and penalties on

arrearages may be included.

Line 27 - Total Amount of Support Distributed as Arrears During the Fiscal Year

Report the total amount of support distributed this fiscal year as arrearages. The amounts reported should include judgments ordered and paid this fiscal year for prior year support.

Line 28 - Cases with Arrears Due During the Fiscal Year

Report the number of cases with arrears due during the fiscal year. Include cases closed during the fiscal year with arrearages.

Line 29 - Cases Paying Toward Arrearages During the Fiscal Year

Of those cases reported on line 28, report the number that made at least one payment toward arrears during the fiscal after. Report the total number of IV-D cases in which payments of past-due child support were received during the fiscal year and part or all of the payments were distributed to the family to which the past-due child support was owed (or, if all past-due child support owed to the family was, at the time of receipt, subject to an assignment to the State, part or all of the payments were retained by the State). In other words, count those cases where all of the past-due support was *disbursed to* the family because all support was owed to the family, or all of the past-due support was retained by the State because all support was *assigned to* the State.

However, if some of the past due support was assigned to the State *and some* was owed to the family, only count those cases where some of the support actually was disbursed to the family.

This means that in never assistance cases, all payments go to the family, so States should count all cases with any payments applied to past-due support and paid to the family. In current assistance cases, all support is assigned to the State, so States should count all cases with payments applied to past-due support and retained by the State. However, in former assistance cases, if some past-due support was owed to the family at the time of the collection, States can only count the case if some of the collection was applied to past-due support and paid to the family.

SECTION G: STAFF

Report the number of staff employed on the last working day of September of the reporting year. Report these numbers in full-time equivalent (FTE) figures (divide the total number of hours worked by all part-time staff by 2080 hours). This makes staffing figures reported by States with varying staffing patterns comparable.

For Section G, report under column (a) only.

Line 30 - Full-time Equivalent Employees of State and Local Title IV-D Offices

Report the total number of FTE staff employed by the State and local IV-D agencies. Do not include any staff working under cooperative agreements (see line 31) or for private IV-D agencies (see line 32).

Line 31 - Full-time Equivalent Employees Under Cooperative Agreements

Report the total number of FTE staff employed by an agency (public or private) working under a cooperative agreement with the IV-D agency. Do not count any staff already counted in line 30.

Line 32 - Full-time Equivalent Employees of Privatized IV-D Agencies

Report the total number of FTE staff employed by privatized IV-D agencies. Do not include any staff already counted in line 30 or 31.

SECTION H:

Lines 33 through 37 - Reserved. No entries.

SECTION I: NONCOOPERATION AND GOOD CAUSE

Report the number of cases at the end of the fiscal year in which an applicant for or recipient of TANF has refused to cooperate in identifying and locating the noncustodial parent. Also report the number of cases in which the refusal is based on good cause as determined by the State.

For Section 1, report only under column (b).

Line 38 - Cases at the End of the Fiscal Year in Which There is a Determination of Noncooperation

Report the number of IV-D TANF cases open at the end of the fiscal year in which a determination was made that the custodial parent refused to cooperate with State agencies in identifying and locating the noncustodial parent.

Line 39 - Cases Open during the Fiscal Year with Good Cause Determinations

Report the number of cases open during the fiscal year in which it was determined by the State that the custodial parent has a good cause for refusing to cooperate with State agencies in identifying and locating the noncustodial parent

SECTION J: ADMINISTRATIVE ENFORCEMENT

States are required to respond promptly to a request made by another State to enforce a support order. For these "quick enforcement" cases, the responding State does not open a case and neither State considers the case to be transferred to the caseload of the responding State. The responding State is to conduct "high-volume automated administrative enforcement" in which the request is matched against State data bases to determine if information on the location and income of the obligor is available, and if income or assets are found, enforcement action is taken. *The count is the number of cases for which requests were received, not the number of batches when multiple requests are received on a single tape.*

Line 40 - Administrative Enforcement Requests Received From Another State During the Fiscal Year

Report the number of cases in administrative enforcement requests that were received from another state during the fiscal year.

Line 41 - Administrative Enforcement Cases With a Collection During the Fiscal Year

Report the number of administrative enforcement cases received from another State for which one or more collections were made during the fiscal year.

Line 42 - Amount of Support Collected on Administrative Enforcement Cases During the Fiscal Year

For those cases reported on line 41, report the amount of collections received during the fiscal year.