



# Intergovernmental 101

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# Working Initiating Intergovernmental Cases: A County Worker's Perspective

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# An Initiating Intergovernmental Case?

- Does one of the parties and/or the child(ren) live in your state?

Or

- If not, did a party apply for services directly with your IV-D office?

And

Have you verified a physical address or employer for the other party in a state other than your own?

# Options:

## One-State Case

**Take action directly to cross state lines and reach the obligor.**

Or

## Two-State Case

# File an initiating intergovernmental case to reach the obligor.



# Consider

- Can I establish/enforce directly?
- Where are the parties?
- Is there an order & verified employer?



# Can I Establish/Enforce Directly?

- Before deciding whether or not you should take direct action review your case to ensure whether you can take direct action.
- Once you decide that you can take action directly, is it the best course?

# Where Are the Parties?

**Why does this matter?**  
**Out of state is out of state, right?**



**An experienced caseworker would tell you,  
not all decisions to file an intergovernmental action  
are the same.**

# Could Filing an Initiating Case Cause Delays?

Some states/counties are more receptive and easier to work with.

- Administrative process
- Automated enforcement remedies

If you're filing to a state that only uses judicial processes it could take awhile.

The background of the image is a landscape featuring dark, rugged mountains in the foreground and middle ground. The sky is a deep blue, and a vibrant green aurora borealis is visible, with its light reflecting off the mountain peaks. The overall scene is atmospheric and dramatic.

If the Next Action Can Be  
Taken Directly...

**DO IT!**

# Establishment

- If you have long arm and can successfully serve the obligor that will make you “keeper of the record”.
- As long as the obligee/child(ren) are in your state, if the obligor moves and/or requests a modification in the future, you will be able to deal more efficiently with those next actions.
- As a caseworker, it gives you more control in the long run.

# Enforcement

- If the order was issued in your state and no other agency is enforcing, why delay payments?
- Issue that direct wage withholding right away and payments could be coming in to the family in weeks instead of months.
- For a caseworker, this may only be a short term solution.

**You've Issued a Direct Wage Withholding...  
Is that all?**

**Not necessarily...**

**Even though you can and should issue a direct wage withholding, as a caseworker you still have to dig deeper and decide if this case is going to continue to pay in the long run.**

# Good Locate?

## Involve Another Jurisdiction

### Send the Intergovernmental Case



You may be able to do a wage withholding, credit reporting, federal tax intercept and place a passport hold from your state

BUT

You may be missing out on some of the most effective enforcement remedies if you are not sending intergovernmental cases.

# What Can Another Jurisdiction Do For You?

Once an obligor leaves your state, if you choose to enforce your order by direct wage withholding only and there are past due arrears along with the ongoing monthly support, you could be missing out on:

- State tax intercepts
- Driver's license suspension
- Other state unemployment benefits
- Gambling/lottery winnings
- *Alaska Permanent Fund money*

# **We're In This Together, Help The Other Jurisdiction**

**When sending your case to another jurisdiction you want to ensure you have everything correct, completed, dated and signed.**

- Provide an up-to-date, verified address/employment.**
- Clearly indicate Family Violence/Non-Disclosure**
- Research the IRG for state specific policies/requirements.**
- Prepare all required documents for the action begin requested.**
- Send original documents and certified orders.**



- Take time to ensure all dates of orders, time periods and arrears are the same on all documents.
- Correctly list the case type.
- Request the correct action.

As the caseworker, provide your direct line, fax and email on all documents.



**If all we had to do was send the action...**

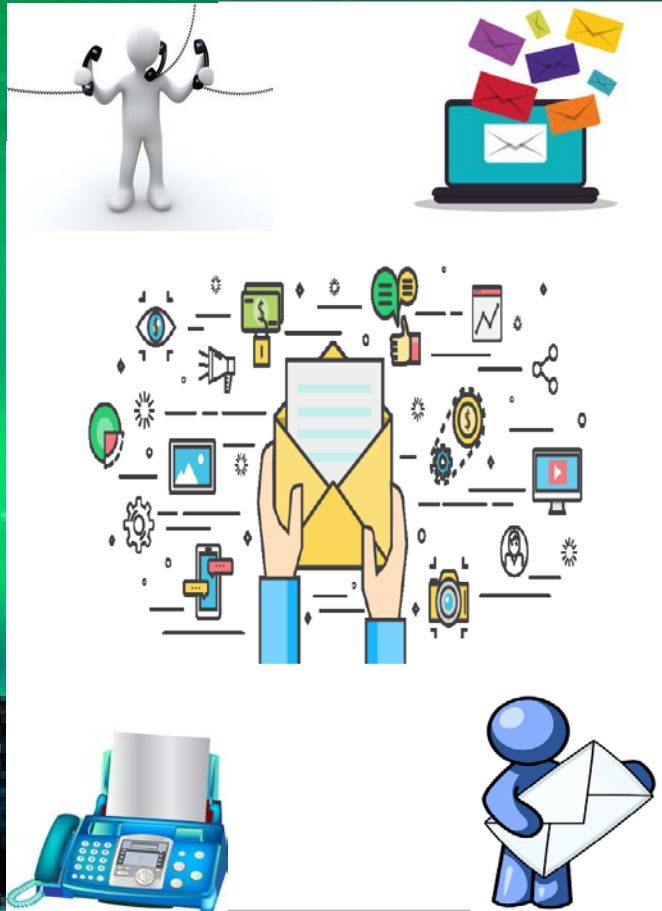


**Getting certified orders, calculating the arrears, preparing and sending your packets is a big job.**

**As caseworkers, we know this is only the beginning.**

**The most successful caseloads need continued follow-up.**

# Managing the Caseload



Once an action is sent monitor and follow up for state and county acknowledgments.

- Does your state system have a way to remind you to check these cases periodically?
- Set 30/60/90 day reminders to ensure the case has been: acknowledged, initiated and is moving toward establishment or registration/enforcement.

# Follow Up, Follow Up, Follow Up!

After acknowledgement, continue to follow up periodically for status:

- Use your resources to find new locate and provide to the other jurisdiction.
- Periodically provide updated calculations of arrears and payment records to the other jurisdiction.
- Keep the other jurisdiction informed of changes (i.e. emancipation, custody).

# Final Note: Use Technology

## How do you communicate?

### Old School

✗ Snail mail

✓ Phone

✓ Fax

✓ Email

### New School

✓ Secure email

✓ Electronic Document  
Exchange (EDE)

✓ CSENet

Questions?



## Aurora Elementary School

FAIRBANKS, ALASKA

Where loud and boastful tales are told  
'mongst boys and girls young or old,

The hardy holder of this award Jenny Wolfe  
may sit and ponder  
the good old days when to school he went,  
'way up yonder.

Trudging with friends, lunch and purpose at -52 below  
through ice fog, twilight and snow,

In parka, boots and mittens  
to greet with rosy cheeks and tousled hair,  
his teacher . . . waiting there.



Grade  
Principal

12-17-80  
Date Achieved  
Teacher

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# **Intergovernmental A Central Registry Perspective**

**Christine Sorenson  
State of Colorado**

# Are They All The Same?

**All follow same federal regulations.**

- **Internal processes may differ.**
- **Number of staff often differs.**



# Every State Has One.....



Central Registries are responsible for:

- Receiving incoming intergovernmental cases
- Responding to inquiries

# Where Do I Send the Documents?

**Send all new intergovernmental cases to the Central Registry.**



# Differing State Policies

- Caretaker Cases
- Foster Care
- Enforcing Arrears Only
- Emancipation
- Interest
- Establishment
  - Debt
  - Retro

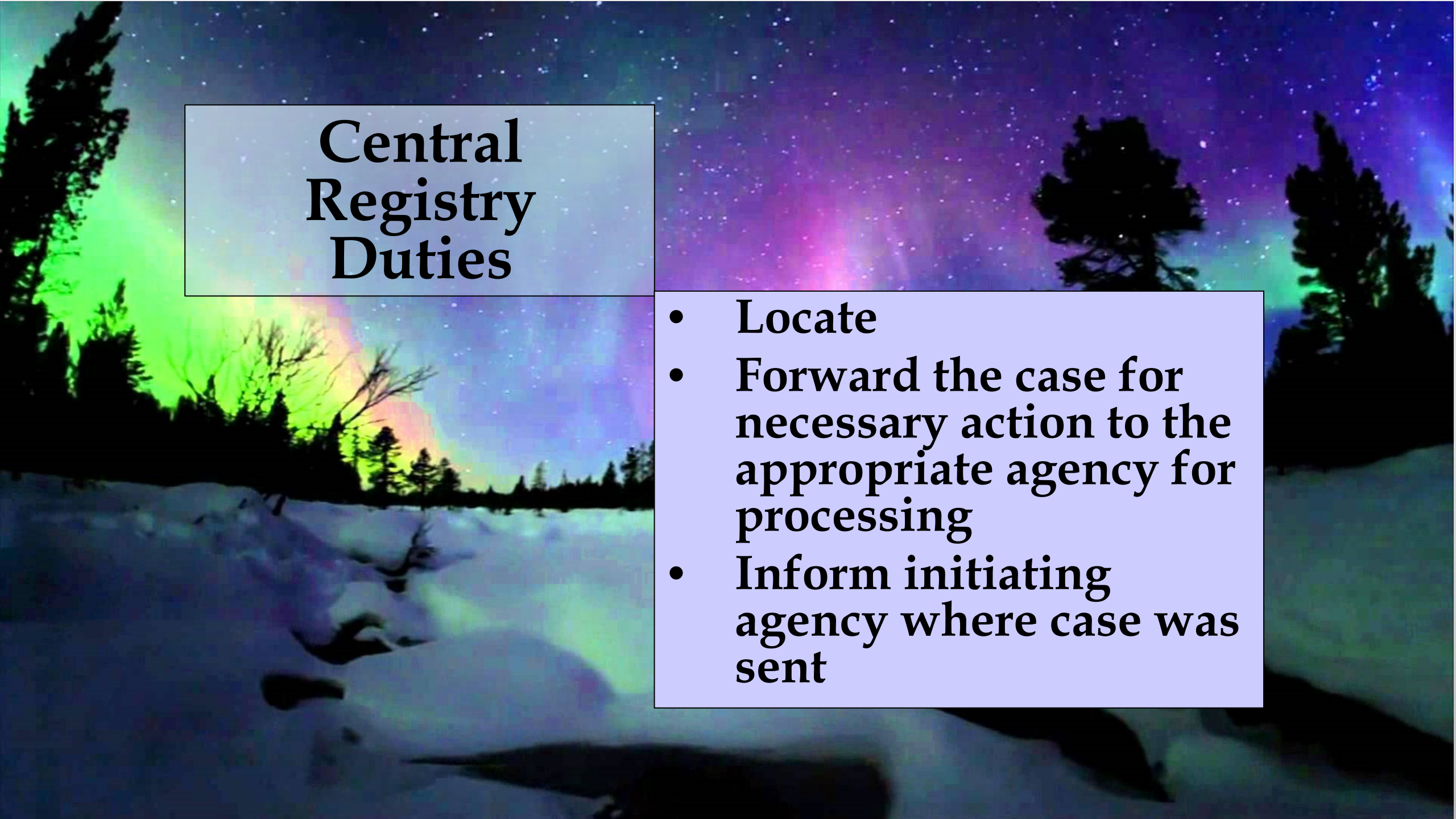


Within 10 working days of receipt of intergovernmental case:

- Ensure documentation is complete
- Acknowledge receipt
- Request any missing documentation

## Central Registry Timeframes





## Central Registry Duties

- **Locate**
- **Forward the case for necessary action to the appropriate agency for processing**
- **Inform initiating agency where case was sent**

# Incomplete Documentation?

- Request from initiating agency
- Forward for action that can be taken

Pending necessary action by  
initiating agency

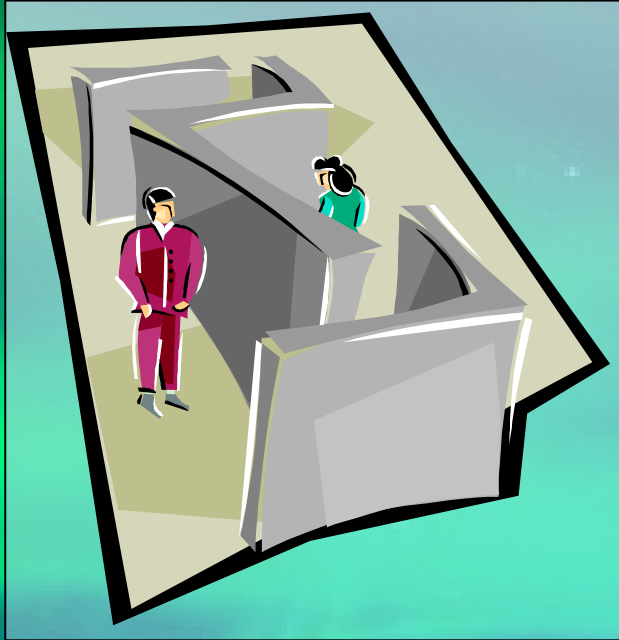
**BE A TEAM PLAYER!**

- **Locate not recently verified (or not at all)**
- **Missing documents**
- **Documents missing:**
  - **Signatures**
  - **Notarization**
  - **Certification**
- **Other information incomplete or inaccurate**

## **Common Problems Central Registries See With Incoming Responding Cases**



# Other Barriers Central Registries See With Incoming Responding Cases



- Action requested inaccurate
- ALL orders not included
- Multiple alleged fathers

# **Working With Central Registries; Your Own and Those of Other States.....**

- Use the IRG for contact information.**
- Be sure the case is sent to the correct address.**
- If you call for info and get voicemail, leave a detailed message.**
- Once a case has been forwarded to a local CSE office for processing, update the location code/address in your case.**

# Follow-Up

## Initial referrals

Contact the Central Registry within 30 days.

## Follow-up status requests

Contact the local county/regional office directly.

No response?

Contact the Central Registry

*Advise the party in your state to ONLY contact the local IV-D agency, NOT the responding state.*

**We all have a common goal.**  
**Work together to accomplish it!**

**Remember.....**



# Revised Intergovernmental Forms

Debbie Ward  
OCSE



# Background

- In 2014, during Paperwork Reduction Act forms renewal process, OCSE received numerous, substantive comments on the forms
- OCSE convened a workgroup made up of state and federal staff
- Common themes in the comments:
  - Protect personal information
  - Acknowledge expanding definition of family
  - Recognize current technology



# Revised Intergovernmental Forms

- 13 OMB-approved Forms (9 revised, 4 new)
- OCSE Action Transmittal (AT) 17-01
- Revised for: UIFSA 2008, protecting PII, technology, same sex parents, etc.
- Effective Date: January 15, 2018
  - All states must begin using revised forms by January 15, 2018
  - Continue to honor old forms until effective date
- New OMB Expiration: December 31, 2019

Forms URL: <https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>



# OCSE Intergovernmental Forms Training

## Session I

- General Changes
- Child Support Agency Confidential Information Form (New)
- Personal Information Form for UIFSA § 311 (New)
- Child Support Enforcement Transmittal #1– Initial Request
- Child Support Enforcement Transmittal #1– Initial Request Acknowledgment (New)



# OCSE Intergovernmental Forms Training (Cont'd)

## Session 2

- Child Support Enforcement Transmittal #2 – Subsequent Actions
- Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery
- Letter of Transmittal Requesting Registration
- Uniform Support Petition



# OCSE Intergovernmental Forms Training (Cont'd)

## Session 3

- General Testimony
- Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319 (New)



# OCSE Intergovernmental Forms Training (Cont'd)

## Session 4

- Declaration in Support of Establishing Parentage
- Notice of Determination of Controlling Order
- Child Support Locate Request
- Implementation Timeframes

Forms Training URL: <https://www.acf.hhs.gov/css/resource/intergovernmental-forms-training>



# Comparing the Two New PII Forms

- **Child Support Agency Confidential Information Form**

- Information the responding state needs to “build a case” on their system
- Agency to agency use only (internal)

- **Personal Information Form for UIFSA § 311**

- Specific information required by UIFSA to be filed with the tribunal in a proceeding (e.g., names, addresses, SSNs of parties/children)
- IV-D and Non-IV-D use
- May be disclosed unless a non-disclosure finding/affidavit
- included



# Future Questions

Questions should be sent to:  
[ocse.dpt@acf.hhs.gov](mailto:ocse.dpt@acf.hhs.gov)

Thank you  
Debbie Ward, OCSE

